

# **Modern Course**

**Without Exercises**

**Pitman Shorthand**



MODERN COURSE IN  
PITMAN SHORTHAND



# MODERN COURSE IN PITMAN SHORTHAND

A COMPLETE HANDBOOK, USING THE MORE FREQUENTLY  
USED AND IMPORTANT WORDS OF THE ENGLISH  
LANGUAGE AS THE MATERIAL FOR LEARNING THE  
RULES OF PITMAN SHORTHAND

NEW ERA EDITION

*Isaac Pitman*



PITMAN PUBLISHING

COPYRIGHT

This edition of Sir Isaac Pitman's system of Shorthand is the exclusive copyright of Sir Isaac Pitman & Sons Ltd., and it will be an infringement of such copyright if matter from it be reproduced in any publication without written permission.

ALL RIGHTS RESERVED

SIR ISAAC PITMAN AND SONS LTD.  
Pitman House, Parker Street, Kingsway, London, WC2B 5PB  
P.O. Box 6038, Portal Street, Nairobi, Kenya

SIR ISAAC PITMAN (AUST.) PTY. LTD.  
Pitman House, 158 Bouverie Street, Carlton, Victoria 3053, Australia

PITMAN PUBLISHING COMPANY S.A. LTD.  
P.O. Box 11231, Johannesburg, S. Africa

PITMAN PUBLISHING CORPORATION  
6 East 43rd Street, New York, N.Y. 10017, U.S.A.

SIR ISAAC PITMAN (CANADA) LTD.  
517 Wellington Street West, Toronto, 2B, Canada

THE COPP CLARK PUBLISHING COMPANY  
517 Wellington Street West, Toronto, 2B, Canada

ISBN: 0 273 42150 6



# CONTENTS

CHAPTER		PAGE
CHAPTER	1. Consonant Signs Pee, Bee, Tee, Dee, CHay, Jay: Vowel Signs AY and U . . . . .	7
,,	2. Consonant Signs Kay, Gay, eM, eN, iNG: Vowel Signs E and OE . . . . .	14
,,	3. Circle eSS . . . . .	18
,,	4. Consonant Signs eF, Vee, iTH, Thee, eSS, Zee, iSH, ZHee, down motion sign aR: Use of Circle eSS and Full Sign eSS. Table of Short Forms and Contractions Given in Chapters 1, 2 and 3 . . . . .	22
,,	5. First-place Vowel Signs A, AH, O, AU . . . . .	26
,,	6. Third-place Vowel Signs I, EE, OO, OO . . . . .	30
,,	7. Consonant Signs eL, Up and Down: Diphthong Sign IE. Table of Short Forms and Con- tractions Given in Chapters 4, 5 and 6 . . . . .	34
,,	8. Consonant Signs Way and Yay: Diphthong Sign OI . . . . .	38
,,	9. Consonant Sign Ray: Ray and aR: How used: Diphthong Sign OW . . . . .	40
,,	10. Consonant Signs Hay, Up and Down, Tick Sign: Diphthong Sign UE . . . . .	44
,,	11. Table of Simple Consonant, Vowel and Diph- thong Signs . . . . .	48
,,	12. SWay and SeZ circles . . . . .	50
,,	13. Loops STee and STeR: CON-dot (and CON by nearness): Final -OUS after diphthong: Table Giving Outlines Using Circles eSS, SeZ, SWay, Loops STee and STeR, and eSS and Zee . . . . .	53
,,	14. Signs half as long for the addition of Tee . . . . .	57
,,	15. Signs half as long for the addition of Dee . . . . .	60
,,	16. Signs twice as long for the addition of TeR, DeR, TheR, TuRe . . . . .	62

	PAGE
CHAPTER 17. Hooked Signs for the addition of aR to Straight Consonant Signs. Vowel Signs for these hooked forms. Dot Sign for Hay (as in PERHAPS)	64
„ 18. Hooked Signs for the addition of eL to Straight Consonant Signs . . . . .	67
„ 19. Straight Consonant Signs hooked at the end for the addition of eN . . . . .	69
„ 20. Straight Consonant Signs hooked at the end for the addition of eF or Vee . . . . .	72
„ 21. Curves hooked for the addition of aR and eL; Left and Right Forms: iSH, SHeR, SHeL . . . . .	74
„ 22. Curves hooked at the end for addition of eN . . . . .	78
„ 23. Hook for Syllable SHUN: eSS-SHUN: -UATION . . . . .	80
„ 24. Circle eSS added to hooks where both circle and hook are made . . . . .	83
„ 25. Hooks for aR and for eN suggested by Circles and Loops to Straight Consonant Signs. Table Giving Outlines Using Hooks aR, eL, eN, eF/Vee and SHUN . . . . .	85
„ 26. Signs KWay, GWay, iMP, iMB, LeR, ReR, WHay, WeL, WHeL . . . . .	88
„ 27. Half-circle for Consonant Way . . . . .	91
„ 28. Two vowels coming one after another, called Diphones . . . . .	92
„ 29. Common Syllables at the start and end of words, called Prefixes and Suffixes . . . . .	94
„ 30. Writing one sign through another to make "Intersections" . . . . .	99
„ 31. Vowel Signs: Table of Short Forms and Contractions. Table of additional ways of making shorter outlines . . . . .	101
„ 32. Development of Shorthand Writing by making use of rules: Spelling: English . . . . .	122
„ 33. Shorthand Reading. . . . .	131






# MODERN COURSE IN PITMAN SHORTHAND


## CHAPTER ONE





1. Writing shorthand is like writing longhand, but it is a very much quicker way of writing. The two forms of writing are like one another because they make use of signs to put on record words which are said or which come to the mind of the writer. Again, in shorthand, as in longhand, we have later to be able in turn to put the signs back into words, and this reading back has to be possible even after a long time.

2. In shorthand, as in longhand, there are four different sorts of signs:

(i) SIGNS USED AS PART OF A SYSTEM. In longhand words are made up of different parts: the sign PAID, for example, is made up of four parts—P-A-I-D—but we quickly get used to reading and writing the complete sign. In the same way, in shorthand the signs for words are made up of different parts: the shorthand form for the word PAID, for example, is made up of three parts , and we quickly get used to reading and writing the complete outline  (*Outline* is the name for a shorthand form.)

(ii) SIGNS USED NOT AS PART OF A SYSTEM, BUT AS REPRESENTATIVES OF COMPLETE WORDS. In longhand the special sign “&” is sometimes used for the quick writing of the word AND. In the same way, in shorthand we have the special sign  for this word. In shorthand there are a number of words of this kind, and *Short Forms* is the name given to them.





(iii) SIGNS WHICH ARE A SHORT FORM OF THE COMPLETE SIGN. In longhand, FEB. is used as a quick way of writing the word FEBRUARY. In the same way, in shorthand the short outline  (which is shorthand for F-B) is used for this word. Shorthand outlines of this sort are given the name *Contractions*.


(iv) SIGNS JOINED TOGETHER FOR THE WRITING AT ONE TIME OF TWO OR MORE WORDS. In longhand, 'TISN'T is a short way of writing IT IS NOT. In the same way, in shorthand two or more outlines may be joined together to make one sign for two or more words. For example,  (IT IS NOT) is used for  (IT)  (IS)  (NOT). In shorthand these joined outlines are given the name *Phrases*.



The purpose of this book is to give the learner a knowledge of all these ways of writing from the start, and, by going over the different words again and again, to make him or her so used to them that the reading and writing of the outlines comes quickly and readily.




### 3. CONSONANTS AND VOWELS


(i) SYSTEM. To be certain of writing in shorthand any word in the English language it is necessary to have signs for the sounds of 24 Consonants. Six of these signs are given in this first Chapter, and they are used in these words—




**Pee** PAY   
 PAID   
 PAGE   
 UP 

**Bee** BE 










**Tee** TOUCH   
 DATE 

**Dee** DAY   
 DATE   
 PAID 





**CHay** TOUCH 

**Jay** AGE   
 PAGE   
 JUDGE 

In addition, it is necessary to have signs for 12 Vowel signs and 4 Diphthong signs. Two of the vowel signs are used in these words—

AY	PAY		Ū	TOUCH	
	PAID			JUDGE	
	PAGE			UP	
	DAY				
	DATE				
	AGE				

(ii) SHORT FORMS. Words that are used frequently are given special signs and are given the name *Short Forms*. Ten such short forms are used so frequently that they make up 25 per cent of all the outlines which a shorthand writer has to "take down" when writing normal English. (On pages 123 and 124 these words have been marked so that you can see that they come very frequently—making one-quarter of normal English.) The ten Short Forms are—

A } .	IT	
AN } .....	THAT	
THE ..... (when by itself)	IN } .....	
THE ..... (a small tick when joined to an outline)	ANY } .....	
OF ..... \	AND	 (made with an up motion)
TO ..... \	IS } .....	
BE ..... \	HIS } .....	

















The outlines for BE and IT are the signs for Bee and Tee used on page 8.

(iii) CONTRACTIONS. In a number of common words it is not necessary to make use of the full outline, and only some of the

consonants are given. The two strokes P-B, for instance, are used for the words—

PUBLIC	}	
PUBLISH		
PUBLISHED		



(iv) PHRASES. Most of the short forms and outlines given in this Chapter may readily be joined together to make phrases—

TO THE		IT IS THE		THAT IS THE	
OF THE		IS IT		IN THAT	
THAT THE		IS THAT		OF IT	
IN THE		IS THAT THE		OF THAT	
IS THE		THAT IS		TO-DAY	
IT IS (ITS)					

4. WRITING SHORTHAND. The way to become an expert shorthand writer is by reading, copying, and taking down from dictation shorthand that is not only rightly formed by the rules of the system, but also a good example of shorthand writing in itself. Take your copy of the *Exercise and Drill Notebook*, which is specially designed for use with this book (see page ii), and give special attention to the suggestions for using it given at the front of the book. Then take Exercise 1 and, from the outlines given in this Chapter, first go over the shorthand, reading it a number of times, till the reading of the outlines comes readily and quickly to you.

Then do Exercises 2 and 3 of the *Exercise and Drill Notebook*, keeping in mind these points—

(a) The six straight signs for the consonants which are given in this Chapter all go *down*: 

(b) The Short Form IN or ANY  is formed by moving the pen from left to right (that is, in the direction of normal longhand writing), and the Short Form AND  goes *up*. The small circle for the Short Form IS (HIS) is made by writing in this direction:







(c) The outlines are to be made about the same size as the printed shorthand, and the writing done without putting weight on the pen, very little more force being needed for the thicker lines. If for any reason your outlines are smaller or greater than those in the notebook it is important to keep the right relation between parts of outlines. All *Pee's*, *Bee's*, *Tee's*, etc., are to be the same size.

(d) You ought to have a pen with a thin, but at the same time easy and smooth moving point. A pen with a thick point is not at any time to be used, and a pencil used only if you have not a good pen. A pencil, if used, ought to have an H.B. lead, and you ought to keep it sharp.

(e) The pen is to be held easily in the fingers, as near to the point as possible. The chief weight of the hand ought to be taken by the muscles of the arm, the rest of the weight being taken on the little finger so that the hand is free to go from side to side of the page.

(f) Put the consonant and vowel signs in the same place in relation to the line and to one another as in the printed shorthand.

(g) If an outline is made up of two or more parts (as in PAID  PAGE ) its parts are to be made WITHOUT LIFTING THE POINT OF THE PEN FROM THE PAPER. An outline is only one sign, and no time is to be wasted over the joining of the parts of the outline. The writing of the consonant signs COMES FIRST, and the vowel signs are put in afterwards. In the outline for PAGE, for example, the consonants are first put down: , and the vowel sign is then put in: .


(h) It will be a great help to you later if in these early stages you get into the way of writing your shorthand outlines with care. But you are to make your shorthand outlines sharply, writing quickly and smoothly.

(i) Make use of Phrases where you are able to do so, because they take much less time in writing. In the longhand exercises of the *Exercise and Drill Notebook* the parts where phrases may be





















used are marked in the first half of every exercise, but in the second half you ought to be able to make use of the right phrases without help.










(j) You ought to make a point of reading back—or getting another learner to do so—every outline of your shorthand.





### Summary

1. The six shorthand signs used for the six English consonant sounds Pee, Bee, Tee, Dee, CHay, Jay are 

They are at all times formed by moving the pen *down*.

Sign	Letter	Name	As in			
	P	<i>pee</i>	PAY 	PAID 	PAGE 	
	B	<i>bee</i>	BE 			
	T	<i>tee</i>	IT 	TOUCH 	DATE 	
	D	<i>dee</i>	DAY 	DATE 	PAID 	
	CH	<i>chay</i>	TOUCH 			
	J	<i>jay</i>	AGE 	PAGE 	JUDGE 	




2. A thick point or "dot" in the middle place is used for the vowel-sound in PAY , PAID , DAY , PAGE , DATE , AGE . A short thin line or "dash" in the middle place is used for the vowel-sound in UP , TOUCH , JUDGE .

3. When the vowel comes before the consonant, the vowel-sign is placed to the left, as in AGE  and UP ; when the vowel comes after the consonant, the vowel-sign is placed to the right, as in PAY  and TOUCH .







4. In making shorthand signs for all words (other than some short forms) the shorthand signs to be used are those of the sounds of the word in speech, not of the longhand signs in writing. The shorthand writer goes by sound, and not by the letters that may be used in longhand.\*

5. Outlines for common words are joined to make phrases.


6. The "tick" for THE is used only when there is another sign before it to which it can be joined. At other times the dot is used. The tick is made at a sharp angle, and may go up or down to make the angle: PAID THE , THAT THE , IN THE , etc.

7. The Short Form  (AND) goes *up*.

8. In phrases the first outline of the phrase takes its right place in relation to the line, and the rest of the outlines are placed where they come naturally: IT IS , IS IT , THAT IS , IS THAT 

From the rules given in the Summary do Exercise 4.


---

\* This is true not only of consonants but of vowels. In the longhand form of the two words page and judge, the one consonant sound of j is given in three ways: G, J, DG, but in shorthand there is only one sign for the sound of j . Again, in the longhand form of the three words, pay, paid, and page, the vowel sound of ay is given in three ways—AY, AI, and A: but in shorthand there is only one sign for the sound of ay—the thick dot. Pitman Shorthand makes a point of using signs for sounds without ever using the same sign for different sounds, that is, it is a "Phonetic system," based on the sounds of the words and not on the letters of the longhand. In other words, the shorthand writer goes by the sounds of words, and not by the longhand letters that make its "spelling."

## CHAPTER TWO

## 5. CONSONANTS AND VOWELS

(i) SYSTEM. These words give you five more consonants—

Kay TAKE 


Gay GET 

MAKE 

CAME 

BECAME 

CHEQUE 

eM MAY 

eN No  
KNOW } 


iNG JUDGING 

MAKE 

BEING 


MONDAY 

NAME 

MAKING 


NAME 

MONDAY 


NAMING 


CHANGE 

CHANGING 

TAKING 

Two more vowels are used in these words—

Ë GET 

OE NO  
KNOW } 

CHEQUE 

Go by Sound, not by Longhand

(ii) SHORT FORMS

I }  
EYE } v

\*NOT 

AS }  
HAS } o

HE 

ON 

YOU 



THING 

(iii) CONTRACTIONS

ANYTHING 

NOTHING 



(iv) PHRASES

CHANGING THE  IS HE 

MAKING THE  I KNOW THAT HE 



TO GET THE  I KNOW THAT HE IS (HAS) 

TO TAKE THE  AS TO 



ON MONDAY  AS (HAS) THE 



MAY BE  AND THAT 

I TAKE  AND THE 

I PAID  ON THAT 



YOU MAY  IS NOT 

I MAY  HAS NOT 

THAT HE IS (HAS)  IT IS (HAS) NOT 




AS HE IS (HAS)  THAT HE IS (HAS) NOT 

















■ As will be seen from Chapter 14, this outline is not in fact a short form, but is given as early as this because it comes so frequently in English.


Page = PayJ =  Judge = JüJ = 

6. From the outlines given in this Chapter do Exercises 5, 6, and 7 in the *Exercise and Drill Notebook*. Go over the outlines in Exercises 5 and 6 again and again till your eye takes them in nearly as quickly as it takes in longhand. In Exercise 6 the vowel-signs have not been put in the outlines which came into Chapter I. The reading of these outlines, even without the signs for vowels, will come quite readily to you. This is because in English the consonants are much more important than the vowels.\* If all the consonants are given in an outline, the reading of nearly every word, without the help of the signs for the vowels, is quite simple. In all the shorthand exercises after Exercise 5 signs for vowels will not be put in outlines which have been given before, when it is safe not to put them in. Do as is done in the *Notebook*, either not putting in the vowels at all or putting them in as in the Examples. In Chapter 31 are given the general rules when the vowels should or should not be put in shorthand outlines.



### Summary


1. The five shorthand signs   and  are used for the five English consonant sounds Kay, Gay, eM, eN, and iNG. They are at all times made by moving the pen FROM LEFT TO RIGHT, that is, in the direction of normal longhand writing—







Sign	Letter	Name	As in		
	K	kay	CAME	 TAKE	 MAKE 
	G	gay	GET		
	M	em	MAY	 MONDAY	
	N	en	KNOW	 NAME	 CHANGE 
	NG	ing	JUDGING	 BEING	

\* When a payment has been made the sign *Pa.* is used in longhand. In the same way, in shorthand the consonant signs  are enough.

English Shorthand is Based on English Sounds




2. A thin "dot" at the middle of a stroke is used for the vowel-sound in GET , CHEQUE .



3. A thick "dash" at the middle of a stroke is used for the vowel-sound in KNOW, NO .





4. If the vowel comes before the consonant, the vowel-sign is placed over a left-to-right sign: AIM , ACHE , OAK ; if the vowel comes after the consonant in the longhand, the vowel-sign is placed under the sign: MAY , GAY , COE .



5. Vowel-signs do not have to be used in all outlines:





6. The Short Form HE  is used only when it is possible for it to be joined to an outline coming before it: THAT HE , AS HE .

7. Only the first part of the Short Form I  is used when it comes before eM: I MAY .

8. In outlines like MONDAY  and GET , where the first part of the outline is made from left to right and the later part goes down, the first part is put over the line in such a way that the down line may take its right place: MONDAY , GET .

9. Two short lines are placed under an outline when the word is a name or important word: MAY , MONDAY .

From the rules given in the Summary do Exercise 8.

Know = Noe =  Came = KayM = 

### CHAPTER THREE

#### 7. CIRCLE eSS

(i) SYSTEM. The consonant eSS (or Zee) is one of the most important of all the consonants because it comes into English words so frequently. Take the following words and outlines—

AGES		NAMES		SAME	
PAGES		PAYS		SOME	
TOUCHES		DAYS		SENSE	
JUDGES		MONDAYS		SUNDAY	
CHANGES		BASE		SUNDAYS	
DATES		DOES		SET	
GETS		CASE		SETS	
CHEQUES		CUSTOM		SAID	
TAKES		CUSTOMS		SUCH	
TAKINGS		KNOWS		THINGS	
MAKES				PUBLISHES	

#### (ii) SHORT FORMS

ALL		SPEAK	
TWO } TOO }		ARE	
BUT		OUR } HOUR }	
SPECIAL } SPECIALLY }			

Let your Ear tell you the Shorthand Outline, not your Eye




(iii) CONTRACTIONS

EXCHANGE }   
EXCHANGED }

EXPECT }   
EXPECTED }

EXCHANGES 

EXPECTS 


SOMETHING 

(iv) PHRASES

ALL THE 

THAT HE MAY 

DOES THE 


OF SUCH 

TO EXCHANGE THE 

TO SET 

PAYS THE 

TWO HOURS 


ON SUNDAY 

I EXCHANGE }   
I EXCHANGED }

YOU ARE 

I EXPECT }   
I EXPECTED }

ARE NOT 

YOU ARE NOT 

8. UNIMPORTANT VOWELS. See page 16, Par. 6. In all the shorthand from now on the vowel-signs will not be given in outlines in which they are not important if the outlines have frequently been given before.

From the outlines given in this Chapter do Exercises 9, 10, and 11.

Cheque = CHĔK = 





Monday = MũNDay = 

## Summary





1. For the consonant eSS (or Zee), which comes into English so frequently, a small circle is used in shorthand. It is put—




(a) INSIDE CURVES: KNOWS , NAMES , SAME ,  
SOME , SENSE 

(b) ON THE RIGHT SIDE OF STRAIGHT SIGNS WHICH GO DOWN: PAYS , PAGES , TOUCHES , DAYS ,  
GETS , SET , SAID 

(c) ON THE TOP SIDE OF STRAIGHT LEFT-TO-RIGHT SIGNS AND ON THE LEFT OF STRAIGHT SIGNS WHICH GO UP: TAKES , MAKES , CASE , HOURS 

(d) OUTSIDE THE ANGLE FORMED BY TWO STRAIGHT SIGNS: CUSTOM , CUSTOMS , EXCHANGE-D ,  
EXPECT-ED 

2. The writing of circle eSS at the end of a short form or contraction is the same as with other shorthand outlines: THINGS ,  
SPEAKS , EXCHANGES , EXPECTS 

3. Only the first part of the Short Form I  is used before Kay and Gay: I EXPECT-ED , I EXCHANGE-D 















4. It is possibly wise to go over again what was said about writing shorthand on pages 10 and 11.

In the same way that there are bad writers of longhand there are bad writers of shorthand, and it is important that every student makes an attempt to get a good writing behaviour, and a tendency automatically to make good shorthand outlines. If this tendency is formed early in the learning of shorthand it will be kept, but if bad writing behaviour and tendencies are formed it is very hard to overcome them later. Go carefully through the suggestions made on pages 10 and 11 of the *Modern Course* and on pages i, ii and iii of the *Exercise and Drill Notebook*.



---

Shorthand gives Signs for Sounds, not for Letters of Longhand

TABLE OF SHORT FORMS AND CONTRACTIONS  
GIVEN IN CHAPTERS 1, 2, AND 3

A (AN) .....	SPECIAL	} 
THE ..... (when by itself)	SPECIALLY	
..... (when in a phrase)	SPEAK	
OF .....	EXPECT	} 
TO .....	EXPECTED	
ALL .....	EXCHANGE	} 
TWO } .....	EXCHANGED	
TOO } .....	PUBLISH	} 
ON .....	PUBLISHED	
BUT .....	PUBLIC	
HE .....	BE	
AND ..... (up)	IT	
THAT ..... (	IN	} 
I } .....	ANY	
EYE } .....	THING	
YOU .....	ANYTHING	
AS } .....	NOTHING	
HAS } .....	SOMETHING	
IS } .....	ARE	 (up)
HIS } .....	OUR	}  (up)
	HOUR	










From the rules given in the Summary do Exercise 12.




Change = CHayNJ =  Custom = KūSTūM = 






## CHAPTER FOUR





## 9. CONSONANTS

(i) SYSTEM. Nine of the other consonants are used in these outlines—

<b>eF</b>	FACE		<b>Vee</b>	SAVE	
	FACING			SAVES	
	SAFE			SAVING	
	SAFES				
	EFFECT				
	ENOUGH (enuF)				

<b>iTH</b>	(light sound)		<b>THee</b>	(heavy sound)
	BOTH			THEY
	MONTH			
	MONTHS			

<b>eSS</b>	SAY		<b>Zee</b>	WAS (WOZ)	
	SAYS				
	So				
	US				

<b>iSH</b>	SHOW		<b>ZHee</b>	USUAL	} (UzhUAL)	
	SHOWS			USUALLY		
	SHOWED					

Pay attention to the Sounds of the English Language, not to the Letters of Longhand

aR	aiR		*DOOR		CUSTOMER	
	siR		DOORs		CUSTOMERS	
	siRs		FOURCE			

(ii) SHORT FORMS

FOR		USUAL	}	THOSE	
HAVE		USUALLY			THIS
WAS		THEM		† FROM	

(iii) CONTRACTIONS

FEBRUARY		MANUFACTURER	
MANUFACTURE	}	MANUFACTURERS	
MANUFACTURED			

(iv) PHRASES

THAT IT WAS	}	OF SOME		TO SAVE	
THAT HE WAS			OF THOSE		TO FACE THE
THAT THEY	}	FOR THEM		I HAVE	
OF THEM			FOR THIS		I WAS
OF THIS		FOR YOU		FROM THE	

\* This selection from the possible vowel-sounds for this word may seem wrong to some, but it will seem quite right to others. There are two points to be had in mind: (1) The Southern English sound "Daw" is not pleasing to Americans and to a great many Englishmen; (2) the sign "t" is not only the best for those who are able to make the sound of the "R," but gives a better sign for shorthand reading purposes.

It is possibly interesting that it is chiefly in cases where "R" is present that there are different opinions about the sound on which the shorthand sign is to be based.






























† The reason for this form is made clear on page 74.

Some = = Age = ayJ =


From the outlines given in this Chapter do Exercises 13, 14, and 15.



### Summary

1. The English consonant sounds eF, Vee, iTH, THEe, eSS, Zee, iSH, ZHee, and aR, have curved shorthand signs, as under—


Sign	Letter	Name	As in			
	F	<i>ef</i>	FACE 	SAFE 	ENOUGH 	
	V	<i>vee</i>	SAVE 	SAVES 		
	TH	<i>ith</i>	MONTH 	BOTH 		
	TH	<i>thee</i>	THEY 	THEM 		
	S	<i>ess</i>	SAY 	SO 	US 	
	Z	<i>zee</i>	WAS 			
	SH	<i>ish</i>	SHOW 	SHOWED 		
	ZH	<i>zhee</i>	USUAL 	USUALLY 		
	R	<i>ar</i>	AIR 	DOOR 	FORCE 	



2. There are two shorthand signs for the sounds of eSS and Zee—



(i) The small circle 

(ii) The curves eSS  and Zee 

The circle eSS is generally used, but the curve is used—

(a) At the start of an outline when a vowel comes before the eSS or Zee: us 

(b) At the end of an outline when a vowel comes after the eSS or Zee: say , so 

(c) If the curve is used in the root word, it is kept in other like words that come from that root: say , says 

From the rules given in the Summary do Exercise 16.

**Shorthand is Based on Sound, not on the Appearance of Longhand**



## SOME IMPORTANT QUESTIONS

*(To be answered in Shorthand)*

(1) Are you training your ear and your fingers together by writing shorthand from word of mouth, and (2) do you do this for a great part of your learning time?


(3) Are you forming your shorthand well enough for your teacher to put a page of your notebook on view on the board? (4) Is the place of the outline in relation to the line, and (5) the size of the signs in relation to one another as good as it ought to be? (6) Are you forming your outlines as one sign formed with a quick or unbroken motion?

(7) Are you in your new Chapter going straight to the reading and writing of the shorthand exercises, and (8) putting off learning the rules till you have done all the exercises? (9) Are you learning the rules only when you are able to do all the exercises (both shorthand and longhand) from word of mouth and in a separate notebook at a rate of reading of at least 50 words a minute?

(10) Are you then learning the rules so that you are able to put down the right shorthand sign for any word-sound covered by those rules? (11) Are you able to say that it is by sound that you make all your outlines, and not ever by the letters in the printed word?

(12) Are you doing some shorthand every day? (13) Are you making good progress, and (14) are you getting pleasure from your learning shorthand?

If you are able to give the answer "yes" to these questions put in your notebook the words "I am" (see the phrase on page 27) or "It is" in shorthand against the number of the question; if not, put "No" in shorthand. Take one point for each question to which you put the shorthand outline for "I am," or "It is." Ten is a good mark, and anything over twelve is very good.











































Enough = ěNŭF = 

Effect = ěFĕKT = 

## CHAPTER FIVE

## 10. VOWELS

(i) SYSTEM. These words give you four other vowels. Make a note of the place of the vowel in relation to the sign and of the place of the outline in relation to the line.

Ä	AT		*ASKING		*PASS		AH	ARM	
	ADD		BACK		*PASSING			ARMS	
	ADDS		BACKS		*MASS			CAR	
	ADDING		BANK		TAX			CARS	
	SAT		BANKS		TAXING			FAR	
	AM		FACT		AGO			FARM	
	*ASK		FACTS		AMONG			FARMS	
	*ASKS								
	Ö	*OFF		AU	TALK		CAUSE		
		GOT			TALKS		CAUSING		
		*OR			TALKING		CAUSED		
		*FORM			BOUGHT		SAW		
		*FORMS							

\* Readers who say these words (ASK, OFF, etc.) with the long vowels, as in the words ARMS, TALK, etc., should keep in mind two things—

1. That those in the North of England, in Scotland, in Canada, and in the U.S.A., say ÄSK, not AHSK, ÖFF not AUFF.

(Continued on page 27)

The Method of Writing the English Language ought clearly to be Based on the Sounds of that Language and not on the Forms of another Kind of Sign

(ii) SHORT FORMS

SHOULD		(up motion)	HAD	
PUT			DO	
TO BE			DIFFERENT	}
BEEN			DIFFERENCE	

(iii) CONTRACTIONS

INSURANCE		JANUARY	
-----------	--	---------	--

(iv) PHRASES

I PUT		ON THE	
I BOUGHT		BUT THE	
I HAD		I SAW THE	
I AM		SHOULD HAVE	
PASS THE		YOU SHOULD	
AT THE		DO YOU	

From the outlines given in this Chapter do Exercises 17, 18, and 19

2. That, because Isaac Pitman used an ordered system in listing his signs for vowels, no trouble is caused by the fact that some say the words differently from others. Those who say *ASK* may use in writing shorthand, those who say *AHSK* may use Whichever is said, there will be no error in reading the sign

In the same way, those who say a long *AU* in *OFF* and those who say a short *õ* in *OFF* will readily be able to put what they say into writing, without there being any doubt about what they are writing. The same is true of *FORM* and *OR*, though here it is the *R* that makes one person say the words differently from another.

Tax = TãKS =

Talks = TauKS =

## Summary

1. An outline is placed over the line if the first vowel-sign in the outline is a first-place vowel. In the outlines ADD , ARM , OFF , TALKING , the first vowel-sign is placed at the start of the outline—that is, in the FIRST place, and the outlines are put in the FIRST place, that is, OVER the line. For example, the outlines TALK , SAW , FACT are placed over the line and are first-place outlines. The outlines TAKE , SAY , EFFECT are on the line and are second-place outlines.

2. A first-place outline ought to be so formed that the end of the first down sign of the outline is over and clear of the line. For example,





GOT	TAX	OR
but GET	TAKES	AIR




3. If in a first-place outline there are left-to-right signs only, the outline is put well over the line: AMONG , AGO



4. Whatever the vowels that come after, if the first vowel-sound in a word is a first-place vowel the outline for that word is put in the first place—that is, OVER the line. In the outlines AMONG and AGO , for example, the first vowel is put in the first place and the outline is placed over the line.

5. The outlines which came into Chapters 1 to 4 are all ON the line—that is, in the second place—because the first vowel-sign in the outlines comes at the middle of the stroke—that is, in the second place: PAID , TOUCH , ENOUGH , BOTH

6. By writing outlines in their proper places in relation to the line it is possible for the place of the first vowel in an outline to be made clear without any vowel being put in. For example, if you

see the two outlines  and , and someone says to you that one is the outline for FACT and the other for EFFECT, then, because the first outline is over the line and the second outline is on the line, the reader is able to say that the vowel in the first outline is a first-place vowel and that  is FACT and  is EFFECT.

7. A short form is sometimes put a little higher or a little lower so that an outline coming after it may take its right place: IN THOSE , IN THIS , IN THESE  (See Chapter 6).

8. The outlines for the phrases ON THE  and BUT THE  are made a little sloping.

From the rules given in the Summary do Exercise 20.

## CHAPTER SIX

## 11. VOWELS

(i) SYSTEM. These words give you four other vowels. Make a note of the place of the outline in relation to the line and of the place of the vowel sign in relation to the outline.

Ī IF		ĒE EACH		ŌO BOOK		ŪO FOOD	
BUSINESS		EASE		BOOKS		MOVE	
SIT		EASY		BOOKING		MOVES	
SITS		SEE } SEA }		BOOKINGS		MOVING	
CITY		SHE		TOOK		POOR	
MINUTE		PEACE } PIECE }		INTO		ROOM	
BIG						ROOMS	
SHIP		CHEAP					
SHIPS		DEEP					
SIXTY		KEEP					
		TEACH					
		FEAR					
		THESE					

12. Here are some more examples. Because there are clear reasons against writing an outline completely under the line, these outlines are put on the line—

Ī SINCE		SIX		ĒE SEEM		ŪO SOON	
MISS		KING		SEEMS			
				SEEN			



13. It is the first-sounded vowel in a word that gives the place of the outline in relation to the line of writing; the later vowels are not taken into account for the placing of the outline—

BODY		ARMY		MONEY	
COPY		BABY		PENNY	
COPIES		SAFETY		APPEAR	
OFFICE		MANY		APPEARS	

(ii) SHORT FORMS

CAN		WHICH		* THEIR }
COME		SHALL		THERE }
MUCH		WISH		

(iii) CONTRACTIONS

INFORM	}		BECOME		KNOWLEDGE	
INFORMED			INCOME			

(iv) PHRASES

SHE IS (HAS)		IT SEEMS	
SHE SAYS		THAT YOU CAN	
IF YOU		IN WHICH	
IF YOU ARE		I SHALL HAVE	
I SHALL BE		OF THEIR	
TO MOVE		TO THEIR	
OF WHICH		FOR THEIR	
IT SHOULD BE		THAT THERE WAS	}
AND HAS (IS)		THAT THERE WAS NOT	

■ The reason for this form is made clear on page 74.

From the outlines given in this Chapter do Exercises 21, 22, and 23.

### Summary

1. An outline (other than one made of left-to-right signs only) is put through the line of writing, (that is in the third place) if the first vowel-sound in the word is a third-place vowel.

2. The use of the three places is of special value in making the sense clear if there are three words having the same consonants but different vowels—

TALK 




SAT 




TAKE 

SET 

TOOK 

SIT 

3. A third-place outline is to be so placed that the first sign of the outline which goes down is put THROUGH the line: BIG , SIXTY , FEAR 

4. Outlines in which there are only left-to-right signs have no third place. Such outlines, even though the first vowel-sound is a third-place vowel, are put in the second place: KING , MISS , SINCE 




































5. When a third-place vowel comes between two signs it is put in the third place BEFORE the sign which comes after it: BIG , SHIP , DEEP , CHEAP , TOOK , BOOKS , ROOM 

TABLE OF SHORT FORMS AND CONTRACTIONS  
GIVEN IN CHAPTERS 4, 5, AND 6

SHOULD		(up motion)	FOR	
PUT			HAVE	
TO BE			FEBRUARY	
BEEN			THEM	
HAD			THOSE	
DO			THIS	
DIFFERENT	}		SHALL	
DIFFERENCE			WISH	
MUCH			WAS	
WHICH			USUAL	}
CAN			USUALLY	
COME			THERE	}
BECOME			THEIR	
INCOME			FROM	
INFORM	}		MANUFACTURE	}
INFORMED			MANUFACTURED	
INSURANCE			MANUFACTURER	
KNOWLEDGE			JANUARY	

From the rules given in the Summary do Exercise 24.

## CHAPTER SEVEN

## 14. STROKE eL

(i) SYSTEM. Here are some examples of another consonant. The second list, however, gives examples of outlines in which the eL takes the same form, but is made in the opposite direction.

## eL (up)
























LAW		LONG		PULL		MILK	
LAWS		LOOK		PULLS		EARLY	
LOW		LOOKED		FOLLOW		NAMELY	
LOVE		LOOKING		FOLLOWED		MONTHLY	
LOVING		LOSS		FOLLOWS		EASILY	
LOVES		LESS		FULLY		SAFELY	
LIVE		ALSO		SELL		SALE } SAIL }	
LIVING		COAL		SELLING		SALES } SAILS }	
LIVES		MEAL		SMALL		SELF	
LEAVE		MEALS		FAMILY		SELVES	
LEAVING		COLOUR		FAMILIES			
LEAVES		COLOURS		DETAIL			
LEAD		ANIMAL		DETAILS			
LEADING		ANIMALS					

## eL (down)








FALL		FEELING		ALONG		LOVINGLY	
FALLING		FEELS		ONLY		LESSEN	
FALLS		FULL		KINGLY		SENSELESS	
FEEL							

15. DIPHTHONG IE



(i) SYSTEM. The sign for the diphthong-sound IE is put in the first place—

BY } 	TIMES 	MILES 
BUY } 	FIRE 	SIDE 
BUYER 	FIRES 	SIGN 
BUYING 	JULY 	SIGNS 
DIE 	LIFE 	SIZE 
DYING 	LIKE 	SCIENCE 
MY 	LIKELY 	DESIRE 
TIME 	MILE 	












(ii) SHORT FORMS

WHY 	GO 	ME 
WITH 	GIVE } 	HIM 
WHEN 	GIVEN } 	

(iii) CONTRACTIONS


ELECTRIC 	ELECTRICITY 
--	---






(iv) PHRASES


I WILL 	TO GO 
THAT YOU WILL 	TO GIVE 
I LIKE THE 	TO ME 
WITH IT 	WHY DO YOU 
WHEN THEY 	I FEEL 
WHEN HE IS 	

From the outlines given in this Chapter do Exercises 25, 26, and 27.

## Summary





1. The sign  is used for the sound of eL and is formed sometimes by an up motion and sometimes by a down motion of the pen.



It generally goes up: LEAVE , LEAD , LONG ,  
ALAS , ALPS . Down motion is, however, used:




(a) To make the writing of eL simpler when it comes after eN or iNG: ONLY , KINGLY .









(b) To make it more clear where the vowels come in a word—



(i) When eL comes after a vowel and before a left-to-right sign. For example—



ALONG 	}	but	{	LONG 
ALIKE 				LIKE 





The outlines  and  make it clear to the shorthand writer that there is a vowel at the start of the word before the eL, and that the words are for that reason ALONG and ALIKE.





(ii) When eL comes at the end of a word after eF , Vee , SKay  and no vowel comes after it. For example—







FULL 	}	but	{	FULLY 
FALL 				FOLLOW 
VALE 				VALLEY 
SCALE 				SCALY 



The outlines  and  make it clear to the shorthand writer that there is a vowel at the end of the word after the eL.



(c) To make a more readily formed sign so that the pen may go in the right direction. When eL goes before or comes after a circle eSS and a curve, the eL takes the direction of the circle and curve: LESSEN , SENSELESS 




2. The form of eL used in the root outline is kept in outlines from the same root: FEEL , FEELING , PULL , PULLING 




3. The sign  is used for the diphthong-sound IE, and is put in the first place: BY , TIME , FIRE 




4. If a vowel-sound comes after a diphthong, a small tick is put on to the diphthong: BUY , BUYER , BUYING , DIE , DYING , SCIENCE  (These signs are named Triphones.)

5. The stroke form of eSS is used at the start of an outline when a triphone comes after the eSS: SCIENCE , SCIATICA 

6. When a word starts with eSS-vowel-eSS, the stroke form of eSS is generally used first in the shorthand outline: SIZE , SAUCER 

7. An upstroke eL is used for the word WILL in phrases: I WILL , YOU WILL , IT WILL BE 

8. Only the first half of the Short Form I  is used before eL: I WILL , I LIKE 

9. Make a note of the special outline ALSO  and of the phrase TO GO . The vowel is put in this phrase to keep it clear from TO GIVE 






From the rules given in the Summary do Exercise 28.







## CHAPTER EIGHT

## 16. CONSONANTS Way AND Yay




(i) SYSTEM. Two more consonants—straight signs formed with an up motion—are used in these outlines.


## Way (up)

WAY } WEIGH }	
WAYS } WEIGHS }	
AWAY	
WATCH	
WATCHES	

WINDOW	
WEDNESDAY	
ALWAYS	
WIDE	
WISE	
WISELY	

## Yay (up)

USE	
USING	
USEFUL	

USEFULLY	
USELESS	
YES	

## 17. DIPHTHONG OI

(i) SYSTEM. The sign for the diphthong sound OI is put in the first place:

BOY		BOYISH		VOICE	
BOYS		OIL			

## (ii) SHORT FORMS









WHAT		YOUR		WE	
WOULD		YEAR			



(iii) CONTRACTIONS



NEVER  NOVEMBER  YESTERDAY 







(iv) PHRASES






WE CAN  WHAT WAS   
 WE ARE  IT WOULD BE   
 WE ARE NOT  TOO MUCH   
 WE FEEL  SO MUCH 



From the outlines given in this Chapter do Exercises 29, 30, and 31.



Summary

1. The two up signs  and  are used for the English consonant sounds Way and Yay—

Sign	Letter	Name	As in
	W	way	WAY  WEDNESDAY 
	Y	yay	USE  YESTERDAY 

2. The sign  is used for the diphthong-sound OI and is put in the first place: BOY , VOICE  The triphone sign  is used, as in the word BOYISH 

3 The diphthong-sign  is joined in the word OIL 






































4. The full outline for MUCH is sometimes used to make the reading of a phrase clearer: SO MUCH , TOO MUCH 












From the rules given in the Summary do Exercise 32.

## CHAPTER NINE

## 18. CONSONANT Ray








(i) SYSTEM. Another form for consonant R is used in these outlines—

RIGHT } 	RECEIVING 
WRITE } 	RULE 
ALL RIGHT 	RULING 
WROTE 	RAILWAY 
RATE 	RAILWAYS 
RATES 	CARRY 
READ 	CARRIED 
READING 	MARRY 
RED } 	MEMORY 
READ } 	ANSWER 
READY 	ANSWERS 
ALREADY 	OFFICER 
ROAD 	OFFICERS 
ROADS 	TO-MORROW 
WRONG 	AUTHORITY 
REACH 	AUTHORITIES 
REASON 	CHARGE 
REASONS 	CHARGES 
RECEIVE 	





MARCH 	SATURDAY 
MARCHES 	SERVICE 
MARK 	EARTH 
PARTY 	DISAPPEAR 
PURPOSE 	USER 
	WISER 

19. DIPHTHONG OW





(i) SYSTEM. The sign for the diphthong-sound OW is put in the third place.

OUT 	POWER 
SOUTH 	POWERLESS 
ANNOUNCE 	NOW 
ANNOUNCING 	







(ii) SHORT FORMS

HOW 	*MORE 
WHO 	*MR. 

(iii) CONTRACTIONS

REGULAR 	SATISFACTORY 
REGULARLY 	SATISFACTORILY 

(iv) PHRASES

WHO WAS 	ON SATURDAY 
WHO WOULD 	I WROTE 
WE CAN SEE 	HOW THE 

\* The reason for these forms is made clear on page 74.

From the outlines given in this Chapter do Exercises 33, 34, and 35.

### Summary

1 There are two forms for consonant R—

↗, an *up* sign, named Ray: RATE ↗, REACH ↗,  
CARRY ↗

↘, a *down* sign, named aR: AIR ↘, CAR ↘, DOOR ↘

2. The down form aR is used—

(a) When it is the first consonant in a word and a vowel comes before it: OR ↘, AIR ↘

(b) Generally when aR comes at the end of a word: DOOR ↘,  
FIRE ↘, APPEAR ↘

(c) Before eM: ARM ↘, ROOM ↘

3. The up form Ray is used—

(a) When it is the first consonant in a word and no vowel comes before it: WRONG ↗, RECEIVE ↗, REASON ↗

(b) When it is the last consonant in the word and a vowel comes after it: CARRY ↗, MARRY ↗, MEMORY ↗



(c) After the curves eN-eSS ↘ and eF-eSS ↘: ANSWER ↘,  
OFFICER ↘

(d) Generally in the middle of a word: MARCH ↗, MARK ↗,  
AUTHORITY ↗, CHARGE ↗









(e) Before || // and ( as in ARRAYED ↗, ARCH ↗,  
URGE ↗, EARTH ↗, to make the writing of the outline simpler.






(f) After two signs going down, as in DISAPPEAR ↘,  
DOWNSTAIRS ↘



(g). After a straight up sign, as in ROAR  CAREER   
, USER , WISER 

4. After the up form Ray the sign for eL goes down if there is no vowel after it. (In this Ray is like  and  (see 1. (ii) in the Summary on page 36).)

For example—

RAIL 	}	but	}	RALLY 
FULL 				FULLY 
VALE 				VALLEY 
SCALE 				SCALY 

5. The sign  is used for the diphthong-sound OW, and is put in the third place: OUT , ANNOUNCE , SOUTH . The OW diphthong is sometimes joined to a consonant, as in NOW .

6. If a vowel-sound comes after OW (making a triphone), a small tick is put on to it, as with the first-place diphthongs: POWER , POWERLESS .

From the rules given in the Summary do Exercise 36.

## CHAPTER TEN

## 20. CONSONANT Hay

(i) SYSTEM. Three forms of sign are used in these outlines—

## Hay (up)

HAPPY	
HAPPINESS	
HEAD	
AHEAD	
HEAVY	
HOPE	
HOPES	
HISTORY	
HOUSE	

## Hay (down)


HE	
HIGH	
HIGHER	
HIGHLY	
HIGHWAY	
HIGHROAD	

## Hay (tick)

HOME		HELPS	
HOMES		HOLD	
WHOM		HOLDING	
HER		HELD	
HEAR } HERE }		WHOLE } HOLE }	
HORSE		HEALTH	
HELP		HEALTHY	

21. DIPHTHONG UE

(i) SYSTEM. The sign for the diphthong-sound UE is put in the third place—


TUESDAY 

VIEW 


ISSUE 

VIEWS 

ISSUES 


NEWS 

NEW }  
KNEW } 

VALUE 

VALUER 

FEW 

FEWER 

(ii) SHORT FORMS

THANK }  
THANKED } 


THINK 

(iii) CONTRACTIONS

REPRESENT }  
REPRESENTED } 

RESPECT }  
RESPECTED } 


(iv) PHRASES

WITH YOU 

TO WHOM 

WHEN YOU 


FOR WHOM 


WHAT YOU 


THAT YOU WERE 

WOULD YOU 


THAT WE WERE 

GIVE YOU 

THEY WERE 

CAN YOU 

HE IS (HAS) 

TO HEAR 

HE CAN 







FOR HER 









WE THINK 









From the outlines given in this Chapter do Exercises 37, 38, and 39.

### Summary







1. In order to make outlines as simple as possible, three\* forms are used for the consonant Hay—









(a) The up form Hay  is generally used: HAPPY , HOPE , HEAD , AHEAD , HISTORY .








(b) The down form Hay  is used when Hay is the only consonant in the word, or when it comes before Kay or Gay: HIGH , HE , HIKE , HOG ; and in words that come from the root HIGH: HIGHER , HIGHLY , HIGHWAY .

(c) The small tick for Hay is used before eM, eL, and the down sign aR: HOME , HOMES , WHOLE , HELP , HOLD , HORSE , HER , HEAR .

The word HoMeLieR is of value as a help to the memory for the use of tick Hay, because it has in it the three consonants eM, eL, and aR before which tick Hay is used.






2. The Short Form HE  is used only when it is joined to a stroke coming before it: THAT HE , THAT HE IS . At other times the stroke form  is used: HE IS , HE CAN .



3. The diphthong-sign for UE is put in the third place: TUESDAY , VIEWS , NEWS . The UE diphthong is sometimes joined to a stroke coming before it: FEW , VIEW , KNEW . The triphone sign  is used as in VALUER .

4. The Short Form YOU  is sometimes put on its side when joined to other outlines: GIVE YOU , WITH YOU , WHEN YOU , WHAT YOU  <sup>3</sup>, WOULD YOU , ARE YOU .

\* In certain other words a small dot is used for the sound of H, and in certain others no sign is necessary. The rules for these are given on page 66.



5. In phrasing, the down sign aR or the joined signs  are used for the word WERE: YOU WERE , IF YOU WERE , WE WERE , THEY WERE 


























































6. If in longhand there is a line joining two words, two small lines are used in shorthand: MAKE-UP . The sign  is used in shorthand where a line is used in longhand. For example—



From the rules given in the Summary do Exercise 40.

## CHAPTER ELEVEN

## 22. TABLE OF CONSONANTS—

Sign	Letter	Name	As in	
	P	pee	PAID	 UP
	B	bee	BODY	 BACK
	T	tee	TAKE	 TOUCH
	D	dee	DEEP	 FOLLOWED
	CH	chay	CHEAP	 TOUCH
	J	jay	JUDGE	 AGE
	K	kay	KEEP	 CAME
	G	gay	GOT	 BIG
	M	em	MAKE	 CAME
	N	en	CHANGE	 KNOW
	NG	ing	CHANGING	 BEING
	F	eff	FOOD	 SAFE
	V	vee	VIEW	 SAVE
	TH	ith	BOTH	 THINK
	TH	thee	THEY	 THEM
	S	ess	SO	 SEE
	Z	zee	EASE	 WAS
	SH	ish	SHOW	 SHALL
	ZH	zhee	USUAL	 USUALLY
 (Down)	R	ar	ARM	 FEAR
 (Up)	R	ray	RATE	 CARRY
 (Up)	L	el	LONG	 FULLY
 (Down)	L	el	ALONG	 FULL
	W	way	WEIGH	 WIDE
	Y	yay	YES	 USE
 (Up)	H	hay	HAPPY	 HEAD
 (Down)	H	hay	HIGH	 HE
 (Tick)	H	hay	HOME	 HOLD
				 HERE





23. VOWEL SIGNS

The 12 vowel sounds to which signs are given in Pitman Shorthand all come into the two groups of words—


THAT PEN IS NOT MUCH GOOD. PA MAY WE ALL GO TOO?


There are three places in which these vowels are put, and three places in which outlines are put—







1st place: TAX  ARM  GOT  TALK 

2nd place: CHEQUES  AIR  UP  SHOW 

3rd place: BIG  HEAR  BOOK  ROOM 



It is not necessary to put in all the vowel signs in every outline. The consonants of the outline and the sense of the story usually make the outlines easy in reading back: CHANGE ,



FOLLOWED  If the form of sign used shows where vowels come there is even less need to put in every vowel sign:





LIKE  FULL  CAR   
 ALIKE  FULLY  CARRY 

24. DIPHTHONGS AND TRIPHONES

The four diphthongs used in Pitman Shorthand all come into the sentence: I NOW ENJOY MUSIC.

The diphthongs IE and OI are put in the first place: BY ,  
 BOY 

The diphthongs OW and UE are put in the third place: OUT ,  
 BEAUTY 

If a vowel comes after a diphthong, a small tick is put on to the diphthong sign: BUYER , BOYISH , POWER ,  
 FEWER 
























Pitman Shorthand gives a sign for every sound in the English language: longhand does not. Therefore make use of the shorthand signs in representing English words, and take care not to let the letters of the longhand sign make you go wrong. Examples are given at the foot of pages 15 to 27 (odd numbers), and this point is put before you in different ways at the foot of pages 14 to 26 (even numbers).

From the rules given in this Chapter do Exercises 41 and 42.

## CHAPTER TWELVE

### 25, CIRCLES SWay AND SeZ

(i) SYSTEM. Circles are used as signs for the sounds of SWay and SeZ (and SeSS or ZeZ) in these words—

SWay SWEET			
SWEETLY			
SWEETS			
SeSS, SeZ CAUSES or ZeZ		FACES	
CASES		OFFICES	
PASSES		MASSES	
TAXES		SUCCESS	
USES		SUCCESSFUL	
PURPOSES		SUCCESSFULLY	
ANNOUNCES		NECESSARY	
HOUSES		EXIST	
LOSSES		EXISTS	
BUSINESSES		BASIS	

(ii) SHORT FORMS

MYSELF     o    

OURSELVES     o    

HIMSELF     o    

THEMSELVES     6    

VERY     2    

(iii) CONTRACTIONS

OBJECT }     >      
 OBJECTED }

(iv) PHRASES

VERY MUCH     3    

AS SOON AS     o    

VERY MANY     2    

THIS IS     6    

AS WE HAVE     e    

IN THIS CITY     7    

AS WE ARE     o    

IT IS NECESSARY     6    

AS WELL AS     6    












From the outlines given in this Chapter do Exercises 43, 44, and 45.










Summary









1. A circle named the SWay circle is used when the sound of SWay comes first in a word: SWEET     p    , SWEETLY     p    

2. A circle of the same size, named the SeZ circle, is used at the end or in the middle of an outline for the sound of SeSS, ZeZ or SeZ: SUCCESS     o    , NECESSARY     o    , CAUSES     o    , USES     o    , CASES     o    , FACES     o    

3. A vowel, other than the short e vowel, coming between the two consonants, is put inside the circle: EXIST     i    , BASIS     i    , EXERCISE     i

4. The rules for writing the SWay and SeZ circles are the same as for writing the circle eSS. The circles are put inside curves: FACES , LOSSES , NECESSARY ; on the right side of straight down signs: SWEET , BASIS ; and on the top side of straight left-to-right signs and of up signs: SWAG , CASES , SUCCESS , HOUSES . It is also put outside the angle formed by two straight signs: EXIST , EXISTS .

5. The SWay and SeZ circles are used in phrases: AS WE HAVE , AS WE THINK , AS WE ARE , AS WELL AS , THIS IS , THIS CITY , AS SOON AS , IS AS , AS IS .

6. The different sizes of the circle eSS and the SWay and SeZ circles have always to be clearly kept: SIT , SWEET , PASS , PASSES , LOSS , LOSSES , CUSTOM , EXIST .

From the rules given in the Summary do Exercise 46.

CHAPTER THIRTEEN

26. LOOPS STee AND STeR

(i) SYSTEM. Loops, like circles, are used in Pitman Shorthand as a very quick way of writing two or more consonants—

STee

STOP		AUGUST		SUGGEST	
STEP		BEST		SUGGESTING	
STEPS		COST		REST	
STATE		COSTS		WEST	
STATES		JUST		WASTE	
STORY		MUST		WASTES	
STORE		TEST		PASSED } PAST }	
STORES		TESTS		USED	
STILL		LAST		TAXED	
STEEL		LIST		ANNOUNCED	
STONE		LEAST			

STeR


MASTER		MASTERPIECE		WASTER	
MASTERS		MASTERPIECES		WASTERS	

27. CON- OR COM- DOT

(i) SYSTEM. A small and light point or dot is used for the syllable CON-, COM- when it comes first in a word—

CONTINUE		CONTINUOUS		COMMON	
CONTINUES		COMMIT		COMPANY	
CONTINUAL		COMMITTEE		COMPANIES	
CONTINUALLY		COMMITTEES			

## (ii) SHORT FORMS

FIRST MOST BECAUSE NEXT SEVERAL 

## (iii) CONTRACTION










ENGLISH 



## (iv) PHRASES



YOU MUST YOUR COMPANY I MUST FOR THIS COMPANY JUST NOW IN COMMON LAST YEAR ARE CONTINUING 

From the outlines given in this Chapter do Exercises 47 and 48.

### Summary









1. A small loop at the start, at the end, or in the middle of a word is used for the sounds of STee or ZDee, and is named the STee loop: STEP , STATE , STONE , LAST , USED , LEAST , WASTE , SUGGEST , SUGGESTING 



Make a note of the outlines: COST , CAUSED , which are formed in different ways so that the one may not be taken for the other.





2. A wide loop is used at the end or in the middle of an outline for the syllable STeR and is called the STeR loop: MASTER , MASTERPIECE 





The STeR loop unlike the STee loop is not used at the start of an outline.










3. The circle eSS is put on to these loops and to the SeZ circle at the end of a stroke in this way: LIST , LISTS ;  
SUGGEST , SUGGESTS ; MASTER , MASTERS ;  
SUCCESS , SUCCESSES 

4. At the start or at the end of an outline the rules for using the STee and the STeR loops are the same as for writing the circles. When they come in the middle of a word, the loops are used in this way: SUGGESTING , MASTERPIECE 

5. The different sizes of the STee and STeR loops have to be clearly kept: MASSED , MASTER ; WASTE , WASTER 

6. When the syllable CON- or COM- comes first in a word, a small dot is used, put at the start of the outline: CONTINUE , COMMITTEE , COMMON , COMPANY 

7. When CON-, COM-, CUM- or COG- come in the middle either of a word or of a phrase, the sign that comes after the CON-, COM-, CUM- or COG- is put near to the sign that comes before the CON-, COM-, CUM- or COG-: DISCONTINUE , UNCOMMON , YOUR COMPANY , THIS COMMITTEE , RECOGNIZE 

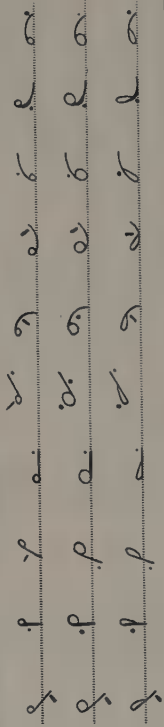
8. Where -OUS comes at the end of a word and a diphthong comes before it, the full form of eSS is used. For example—CONTINUES  but CONTINUOUS 

From the rules given in the Summary do Exercise 49.

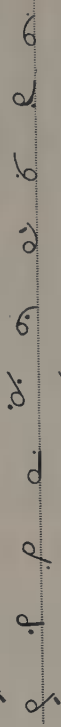
To get more clear the rules for writing the different syllable forms in which eSS and Zee are joined with other consonants, go through the table (given on the next page) with care, and do Exercise 50.

TABLE GIVING OUTLINES USING CIRCLES eSS, SeZ, SWay, SWay,  
LOOPS STee AND STeR AND CURVES eSS AND Zee

Circle eSS at start of outline



Circle SWay at start of outline



Loop STee at start of outline



Circle eSS (Zee) at end of outline



Circle SeZ at end of outline



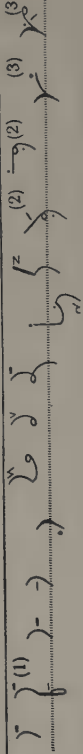
Loops STee and STeR at end of outline



Circles and Loops in the middle of outlines



Full signs eSS and Zee



(1) When full eSS is used in the "root" outline it is also used in other outlines coming from it: SAW ..... , SAWDUST ..... ,

SAW-BENCH























































(2) A few words ending with the syllable eSS-vowel-eSS are made with the circle and the full sign of eSS to keep them clear from other words. All these words have SeSS or ZeS and not SeZ as their ending sounds; ACCESS ..... but AXIS ..... , POSSESS ..... but POSES .....

(3) The full Zee is used when the sound of Zee comes first in a word: ZEAL ..... , ZEALOUS .....

CHAPTER FOURTEEN

28. SIGNS HALF AS LONG AS THE NORMAL

(i) SYSTEM. Syllables ending in the sound of -T come very frequently in the English language. Here are some examples—

ACT		LIGHTLY		LITTLE	
CUT		LET		MARKET	
CONNECT		LATE		MARKED	
CONNECTS		LATELY		OPERATE	
WAIT		EAST		OPERATING	
WEIGHT		NIGHT		RECENT	
YET		NIGHTS		RECENTLY	
MIGHT		BUILT		RELATE	
MEAT		LEFT		RELATES	
MEET		ASKED		RESULT	
NOTE		TOUCHED		RESULTS	
THOUGHT		REACHED		SOMETIMES	
FOOT		HOPED		SYSTEM	
FEET		ABOUT		SYSTEMS	
ART		DOUBT		UNTIL	
HEART		CAPITAL		WRITTEN	
HEARTS		EXCEPT		WRITING	
LIGHT		LIMIT		CERTAIN	

CERTAINLY		SUPPORT		EXPERTS	
CERTAINTY		REPORT		HEAT	
SORT		REPORTS		HEATS	
PART		EXPERT		HEATING	
START					

## (ii) SHORT FORMS

QUITE		SENT	
COULD		WITHOUT	

## (iii) CONTRACTIONS

TOGETHER		ALTOGETHER	
----------	--	------------	--

## (iv) PHRASES

IF IT IS		THAT THIS WOULD	
IF IT WERE NOT		WHAT IS	
I WOULD			

From the outlines given in this Chapter do Exercises 51, 52, and 53.

## Summary






1. In words of one syllable ending in the sound of -T a thin sign is made half as long: NOT , LIGHT , HEART , THOUGHT , BUILT , LEFT , ACT , WAIT , YET , LEAPED .



2. Thin or thick signs may be made half as long for forming signs for syllables ending in the sound of -T—



(a) In words of more than one syllable: CAPITAL , RABBIT , RESULT .

(b) When the sign has a joined diphthong at the end:





DOUBT , ABOUT , NIGHT , CUTE , MUTE 



3. The up form  is generally used for RT at the end of a word: PART , START , SUPPORT , EXPERTS 






4. The half form Ray is not used by itself: RATE , RIGHT 

5. When Hay is halved and comes by itself, the up form is used: HEAT , HEATS 

6. A sign is not halved if the halving would not be clear:




EFFECT , FACT , LOOKED , MINUTE 

7. A halved sign is not put through the line, such third-place outlines being put ON the line: FEET , LITTLE 

8. Circle eSS is put on to halved outlines in the same way as to longer outlines: LIGHT , LIGHTS , SLIGHT , OPERATE , OPERATES 

9. In phrases halving is used—

(a) For the word IT: IF IT , IF IT IS , IF IT IS NOT 

(b) To give the writer another form for WOULD: WE WOULD , I WOULD , I WOULD BE 

From the rules given in the Summary do Exercise 54.

## CHAPTER FIFTEEN

29. HALVING (*continued*)

(i) SYSTEM. Syllables ending in -D also come very frequently in the English language. Here are some examples—

BAD		METHODS		SEEMED	
BADLY		DATED		OLD	
BED		STATED		FIELD	
BEDS		END		APPEARED	
DID		SEND		HARD	
GOOD		SENDING		HARDLY	
GOODS		SOUND		HEARD	
INDEED		SOUNDS		BOARD	
ANSWERED		THOUSAND		NAMED	
RECEIVED		THOUSANDS		DETAILED	
SUGGESTED		NEED		SIGNED	
ISSUED		NEEDS		DESIRED	
METHOD		MADE			







## (ii) SHORT FORMS

HAND		YARD	
UNDER		WORD	

## (iii) CONTRACTIONS

IMMEDIATE		IMMEDIATELY	
-----------	---	-------------	---

(iv) PHRASES

AT THE END		IT SEEMED	
I NEED		I SEEMED	
IN HAND		TO SEND	




From the outlines given in this Chapter do Exercises 55, 56, and 57.



Summary



1. In words of one syllable ending in -D a thick sign is halved:




BAD , GOODS , DID 

2. Thin or thick signs may be made half as long for forming signs for syllables ending in -D —

(a) In words of more than one syllable: ANSWERED , SUGGESTED , NOTED 

(b) When the sign has a joined diphthong at the end: FEUD , VIEWED 

3. The curves  and  are made thicker as well as half as long for forming signs for syllables ending in -D —

(a) MADE , SEEMED , TIMED 

(b) END , SEND , SOUND , THOUSAND , NEED , NEEDS , NEEDING 

(c) OLD , FIELD , FILLED 

(d) APPEARED , HARD , HEARD , BOARDS 

4. If a vowel is sounded in the syllable between L-D or R-D

the separate signs are used: FOLLOWED , VALUED , CARRIED , MARRIED 

5. When -ED comes at the end of a word the root outline of which has a half-length sign the syllable -TED or -DED is made by a half-length sign: ACT ..... , ACTED ..... , NOTE ..... , NOTED ..... , WAIT ..... , WAITED ..... , NEED ..... , NEEDED ..... , SOUND ..... , SOUNDED .....
























6. A halved Tee or Dee coming after another Tee or Dee is not joined, but made separately: DATED .....

From the rules given in the Summary do Exercise 58.

## CHAPTER SIXTEEN

### 30. SYLLABLES -TeR, -DeR, -THeR, -TURE



(i) SYSTEM. These syllables are common. Here are some examples—

AFTER		NEITHER		ORDER	
FATHER		NATURE		ORDERS	
FUTURE		NATURAL		LONGER	
MATTER		NATURALLY		(see 3 of Summary)	
MOTHER		LETTER		PICTURE	
MOTOR		LETTERS		PICTURES	
MOTORS		LIGHTER		OPERATOR	
ANOTHER		LATER		OPERATORS	

#### (ii) SHORT FORMS

RATHER } WRITER }		INFLUENCE		INFLUENCED	
----------------------	---	-----------	---	------------	---

#### (iii) CONTRACTIONS

INTEREST		INTERESTED	
----------	---	------------	---


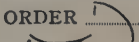


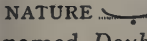
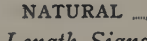

#### (iv) PHRASES


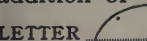
WHO ARE INTERESTED		IN THEIR VIEW	
IN THEIR (THERE)		AS A MATTER OF FACT	






From the outlines given in this Chapter do Exercises 59, 60, and 61.






### Summary


1. Curves are made twice as long for the addition of the syllables -TeR, -DeR, -TheR (the sound as in MOTHER), and, in common words, -TURE: AFTER , ORDER , FATHER , MOTHER , NATURE , NATURAL , FUTURE  These forms are named *Double-Length Signs*.



2. The curve eL, if it comes alone, is made longer only for the addition of -TeR (see 5 of Summary, Chapter 17): LATER , LETTER 

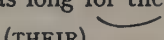


3. The curve iNG  is made twice as long only for the addition of KeR or GeR: HANKER , LONGER  (There are no examples of it forming syllables with -TeR, -DeR, or -TheR.)

4. A straight sign, unlike a curve, may be made twice as long or the addition of the syllables -TeR, -DeR, -TheR, -TURE, only if—

(a) There is another sign or a circle eSS before it: PICTURE , PICTURES , OPERATOR , OPERATORS , SECTOR 

(b) It has a joined diphthong-sign at the end: DOUBTER 

5. Circle eSS is put on to these outlines in the same way as to other outlines: MOTORS , PICTURES 

6. In phrases a sign may be made twice as long for the addition of the words THEIR or THERE: IN THERE (THEIR) , I HAVE THEIR , I THINK THERE IS 



7. Sometimes to make a better phrase only part of an outline is used: AS A MATTER OF FACT 









From the rules given in the Summary do Exercise 62.

## CHAPTER SEVENTEEN

## 31. HOOK aR TO STRAIGHT SIGNS

(i) SYSTEM. A very common form of syllable in English is that in which aR is joined with another consonant to make one sound.

AGREE		DRESS		OCTOBER	
APRIL		DRESSES		REGRET	
BREAK } BRAKE }		PRODUCT		REGRETS	
BREAKING } BRAKING }		PRODUCTS		GIRL	
BROKE		PROPERTY		GIRLS	
BRING		TRUST		COURSE } COARSE }	
BROUGHT		TRUSTS		COURSES	
DRINK-		TRY		RECORD	
GROW		INCREASE		RECORDS	
TRUE		INCREASED		DIRECT	
TRULY		BETTER		DIRECTS	
ACROSS		WATER		DIRECTING	
BREAD		LABOUR		DIRECTOR	
CONTROL		LEADER		DIRECTORS	
CRY		READER		REGARD	
CRIES		READERS		REGARDING	
CREDIT		PAPER		PICTURED	
PERSON		ORDERED		NEWSPAPER	
PRESENT		FIGURE		BIGGER	
		FIGURES			

PERHAPS 	PRICES 	CHEAPER 
(see 7 of Summary)	MOTORED 	TEACHER 
PRICE 	DEGREE 	TEACHERS 







(ii) SHORT FORMS

OWE } 	GREAT 
OH } 	TRADE } 
ACCORDING 	TOWARD } 
CARE 	

(iii) CONTRACTIONS

PROBABLE } 	IMPROBABLE 
PROBABLY } 	
PROBABILITY } 	







(iv) PHRASES






YOU WILL AGREE 	IN ALL PROBABILITY 
IN THE COURSE 	ACCORDING TO 
OF COURSE 	WITH REGARD TO 

From the outlines given in this Chapter do Exercises 63, 64, and 65.

Summary








1. The consonant sound aR is frequently joined with another consonant sound to make a single sound or syllable, as -PR, -BR, -TR, -DR, -KR, -GR, and so on. A small hook at the start of a straight sign and formed on the opposite side to the circle eSS is used to make a single sign for such two consonants. These hooked forms are named PeR, BeR, TeR, DeR, KeR, GeR:



PRICE   
 APRIL , BREAK , TRUST , DRINK , CREDIT 

2. Hooked signs may be joined to other strokes: BETTER ,  
 LABOUR , FIGURE , OCTOBER , PAPER 



3. In a small group of words, in order to make the outlines as short as possible, the hooked strokes are used even though a vowel other than e (as in PER) comes between the consonant and the aR.

It is not generally necessary in writing Shorthand to put in the vowel in such outlines, but, if desired, it may be made clear that a dot vowel is present by writing a small circle in place of the dot, before or after the hooked sign, and that a dash vowel or diphthong is present may be marked by writing the vowel or diphthong sign through the hooked sign in the 1st, 2nd or 3rd place.





DIRECT , REGARD , COURSE , COURSES , RECORD   
 RECORDS , PICTURED 




It is not necessary to put in any sign for the short vowel *e*:  
 PERSON , PERMIT 






4. Hooked signs are not as a rule used in words of one syllable if a vowel comes between the consonant and the *aR*. For example—

PRAY  but PAIR 

5. Stroke *eL* is made longer for the addition of *-TeR* only. For example—

LETTER  but LEADER   
 LATER  but OLDER 

6. Because of the wealth of material in Pitman Shorthand it is possible to make use, or *not* to make use, of the different ways of making a shorter sign for an outline. For example, in the outline  (REGRET) it would have been possible, by the rules, to have the sign  but since there is already the outline for the word REGARD formed in that way, it is wiser to make use of the sign  for REGRET.

7. In the outline PERHAPS it is not necessary to put in the *Hay*, but a small dot may be used, as . The same is true of a small group of words, and specially those with the endings *-HOLD*, *-HOOD*, *-HEART*. In such words it is not necessary to put in the dot: HOUSEHOLD , LEASEHOLD , LIGHTHEARTED , GIRLHOOD 

From the rules given in the Summary do Exercise 66.

CHAPTER EIGHTEEN

32. HOOK eL TO STRAIGHT SIGNS

(i) SYSTEM. Consonant eL is also frequently joined with other consonants to make one sound. Here are some examples—

ABLE		PLEASE		EMPLOYER	
BLACK		PLEASED		EMPLOYERS	
BLUE		PLEASING		EXAMPLE	
PLAY		TABLE		TROUBLE	
PLAYS } PLACE }		TABLES		TROUBLES	
CLEAR		EMPLOY		SIMPLE	
CLEARED		EMPLOYEE		POLITICAL	
COMPLETE		EMPLOYEES		POLITICALLY	
COMPLETES					

(ii) SHORT FORMS

DEAR		BUILD	}	
DURING		BUILDING		
PARTICULAR		BELIEF	}	
OPPORTUNITY		BELIEVE		
		BELIEVED		

(iii) CONTRACTIONS







CHARACTER		DANGER	
		DANGEROUS	





## (iv) PHRASES



WE BELIEVE I AM PLEASED I BELIEVE AT ALL ABLE TO TO BE ABLE TO 



From the outlines given in this Chapter do Exercises 67, 68, and 69.

## Summary

1. The consonant sound eL is frequently joined with another consonant sound to make a single sound, as -PL, -BL, -TL, -DL, -KL, -GL, and so on. A small hook at the start of the straight sign in question and formed on the same side as the circle eSS is used to make a single sign for such two consonants. These hooked forms are named PeL, BeL, TeL, DeL, KeL, GeL: PLACE , APPLE , BLUE , ABLE , CLEAR , COMPLETE 

2. Signs hooked for eL may be joined to other signs: EMPLOY , SIMPLE , TABLE , POLITICAL 

3. The hook eL is used in phrases for the word ALL: AT ALL , BY ALL 

4. The outline ABLE  is halved for the addition of TO: ABLE TO 

From the rules given in the Summary do Exercise 70.

CHAPTER NINETEEN

33. HOOK eN TO STRAIGHT SIGNS

(i) SYSTEM. Syllables formed of consonants and eN are very common in English. In addition, common word endings such as -NED, -NT(S), -NING(S), -NTER(S), -NTERING(S), -NDER(S), -NDERING(S) are very often formed from a root word or syllable ending with the sound of eN.

HAPPEN		CLEAN		BURN	
HAPPENING		CLEANING		BURNT	
HAPPENED		CLEANED		LEARN	
BEGIN		DOWN		LEARNT	
BEGINNING		PLAN		MODERN	
AGAIN		PLANNING		ACCOUNT	
PLANT		PLAIN } PLANE }		BEHIND	
PLANTER		AIRPLANE		DEPEND	
PLANTING		TOWN		DEPENDING	
ENGINE		TRAIN		GROUND	
JUNE		TRAINING		PLAYGROUND	
ONE		TRAINED		KIND	
OPEN		CHILDREN		KINDER	
OPENING		RUN		KINDLY	
UPON		RAN		PAINT	
BETWEEN				PAINTER	

PAINTING	<i>v</i>	UNDERSTAND	<i>y</i>	WINTER	<i>f</i>
PAINTINGS	<i>ve</i>	WANT	<i>w</i>	COUNTRY	<i>n</i>
POINT	<i>s</i>	WENT	<i>e</i>	HUNDRED	<i>h</i>
POINTING	<i>z</i>	ROUND	<i>r</i>	TURN	<i>t</i>
POUND	<i>u</i>	SECOND	<i>s</i>	TURNED	<i>tu</i>
STAND	<i>p</i>	SPEND	<i>s</i>	RETURN	<i>r</i>
STANDING	<i>pe</i>	SPENT			

## (ii) SHORT FORMS

GENTLEMEN	<i>d</i>	NUMBER	}	<i>n</i>
GENERAL	}	NUMBERED		
GENERALLY		<i>d</i>	CALL	<i>l</i>
MEMBER	}	CALLED	<i>l</i>	
REMEMBER		<i>r</i>		
REMEMBERED				

## (iii) CONTRACTIONS

WHATEVER	<i>ev</i>	WHENEVER	<i>ev</i>
----------	-----------	----------	-----------









## (iv) PHRASES






DO NOT	<i>d</i>	I UNDERSTAND	<i>u</i>
DID NOT	<i>d</i>	I WENT	<i>w</i>
I DO NOT THINK	<i>y</i>	BETTER THAN	<i>y</i>
I DO NOT WISH	<i>y</i>	RATHER THAN	<i>y</i>
I CANNOT	<i>c</i>		






From the outlines given in this Chapter do Exercises 71, 72, and 73.














### Summary

1. A small hook at the end of a straight sign, formed on the *opposite* side to the circle eSS, is used for syllables formed with the common consonant sound eN: AGAIN , RETURNED   
 ACCOUNT , CLEANING , PAINTER , CANTERING   
 KINDER , PONDERING 









2. A sign with a hook at the end may be joined to other signs: HAPPENING , CLEANING , OPENING , PAINTING   
 KINDLY 

3. The hook eN is used in phrases for the words BEEN and THAN: HAD BEEN , BETTER THAN , RATHER THAN   
 Make a note of the phrases DO NOT or HAD NOT , DID NOT 

4. A sign which is hooked at the end may be halved for the addition of the sound of -T or -D, or made twice as long for the addition of the syllables -TeR, -DeR, -TheR, or -TURE: ACCOUNT ,  
 BEHIND , KIND , KINDER , PAINT , PAINTER ,  
 PLANT , PLANTER 

5. aR hooked for eN at the end of an outline generally goes up: RETURN , LEARN , BURN 

6. Turn to par. (5), page 62, and then make a note of the outlines—

WANT 	WANTED 
ACCOUNT 	ACCOUNTED 
SECOND 	SECONDED 
PLANT 	PLANTED 

but

From the rules given in the Summary do Exercise 74.

## CHAPTER TWENTY

## 34. HOOK eF/Vee TO STRAIGHT SIGNS

(i) SYSTEM. eF and Vee are other consonants that are frequently used in English at the end of a word or syllable. Here are some examples—

ABOVE		PERFECT		SERVE	
CHIEF		PERFECTLY		SERVED	
GAVE		PROFIT		PROVIDE	
DRIVE		PROFITS		PROVIDING	
DRIVING		HALF		PROVIDED	
		HALVED		PROVIDES	

## (ii) SHORT FORMS

DIFFICULT		TELL	
GOLD		OUGHT	}
PEOPLE		AWE	

## (iii) CONTRACTIONS






DIFFICULTY		DIFFICULTIES	
------------	--	--------------	--




## (iv) PHRASES



TO TELL		WHICH HAVE	
OUT OF		WHICH HAVE BEEN	
NUMBER OF		WHO HAVE	
KNOWLEDGE OF		OUGHT TO BE	





From the outlines given in this Chapter do Exercises 75, 76, and 77.

## Summary

1. A small hook at the end of a straight sign, formed on the same side as the circle eSS, is used to make a single sign for syllables ending in the consonant sounds eF or Vee: CHIEF , HALF , GAVE , DRIVE , SERVE 

2. A sign hooked for eF or Vee may be joined to other signs: DRIVING , PROVIDE , PERFECT 

3. A sign hooked for eF or Vee may be halved to make a single sign for syllables ending in the consonant sounds of eF or Vee joined with Tee or Dee: SERVED , HALVED 

4. The hook eF or Vee is used in phrases for the words OF and HAVE: OUT OF , SET OF , WHO HAVE , WHICH HAVE 










From the rules given in the Summary do Exercise 78.

CHAPTER TWENTY-ONE
















35. aR AND eL HOOKS TO CURVES

(i) SYSTEM. While straight signs may be hooked on both sides, curves may be hooked only inside the curves. A curve may, however, for the purpose of making a sign for eL as well as aR, have hooks of different sizes, as in these examples—

aR HOOK

EVER		MEASURE		THROUGH	
EVERY		MEASURING		BROTHER	
OFFER		NORTH		BROTHERS	
OFFERED		ENGINEER		WEATHER	
EITHER		ENGINEERING		WEATHERING	
OTHER		FREE		RIVER	
COMFORT		FREELY		RIVERS	
COMFORTING		COVER		BEFORE	
FURTHER		COVERED		THURSDAY	
FRIDAY		DISCOVER		FISHER	
DIFFER					

36. eL HOOK

FLY		FINAL		POWERFULLY	
FLIES		FINALLY		OFFICIAL	
FLYING		BEAUTIFUL		OFFICIALS	
DEVELOP		BEAUTIFULLY		SHILLING	
DEVELOPED		POWERFUL		SHILLINGS	

(ii) SHORT FORMS

SHORT		PLEASURE	
SHORTHAND		MR. } MERE }	
REMARK } REMARKED } MORE }		MERELY	

(iii) CONTRACTIONS

REMARKABLE } REMARKABLY }		EVERYTHING	
------------------------------	--	------------	--

(iv) PHRASES

THEY ARE		YOURS RESPECTFULLY	
IN OUR VIEW			


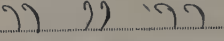

From the outlines given in this Chapter do Exercises 79, 80, and 81.

Summary







1. A small hook at the start of a curve, formed inside it, is used to make a single sign for the single sound which is formed when the consonant sound of aR is joined with another consonant sound for which a curve is the shorthand sign: OFFER , EVER , OTHER , MEASURE

2. Hook aR to curves is used in phrases for the words ARE or OUR: THEY ARE , IN OUR , IN OUR VIEW







3. A wide hook at the start of a curve, formed inside it, is used for the addition of eL: FLY , FLYING , DEVELOP , FINAL











4. The hooked forms  may be turned the other way: . The first group are named the "left" forms and the second group are named the "right" forms. The "right" forms  are used—







(a) In words of one syllable, when no vowel comes before the hooked consonant—









FREE		OFFER		
THROUGH		but	EVER	
THREE		EITHER		






(b) Generally when joined to a sign going from left to right—






COVER		DIFFER		
BROTHER		but	FRIDAY	
RIVER		AVERAGE		

The "left" forms  are generally used: FLY , FLYING , BEAUTIFUL , POWERFUL , DEVELOP . The "right" forms  are used only after  and straight up signs: GRAVEL , RIFLE .




The different sizes of the aR and eL hooks should be made quite clear: EVER , FLY , ENGINEER , FINAL , DIFFER , DEVELOP .

5. The sign iSH though generally formed with a down motion as in SHOWED , PUSH , PLUSH , FRESH , is sometimes formed with an up motion to give an outline that comes more naturally to the pen, as in FISH , DISH , BRUSH , SUGAR .

The hooked form SHeR  is made with a DOWN motion and the hooked form SHeL  with an UP motion: FISHER , OFFICIAL , SHILLING 

6. As with hooked straight signs, a small circle may be used if a vowel comes between the consonant and the aR or eL: ENGINEER , SHILLING ; and a dash vowel or diphthong-sign is put through the stroke: NORTH , BEFORE , THURSDAY 

7. These hooked forms are not used in words of one syllable if a vowel comes between the consonant and the aR or eL. For example—





























FREE 		FEAR 
FLY 	but	FALL 

From the rules given in the Summary do Exercise 82.






## CHAPTER TWENTY-TWO

## 37. HOOK eN TO CURVES


(i) SYSTEM. These words give still more examples of the way in which eN is an important part of English syllables.

OFTEN		IRON		FIND	
EVEN		LINE		FOUND	
EVENING		SHOWN		EVENT	
THAN		AFTERNOON		LAND	
THEN		SITUATION		FRONT	
MINE		MACHINE		FRIEND	
MAN		AMOUNT		MOMENT	
MEN		MIND		DEVELOPMENT	
MEAN		DEMAND		PAYMENT	
				STATEMENT	







## (ii) SHORT FORMS

OPINION		NEAR		OVER	
NOR				HOWEVER	

## (iii) CONTRACTIONS

ADVERTISE	}	
ADVERTISED		
ADVERTISEMENT		





## (iv) PHRASES









WE HAVE BEEN		IN OUR OPINION	
HAVING BEEN		PROFIT AND LOSS ACCOUNT	
MORE THAN		YEARS AGO	







From the outlines given in this Chapter do Exercises 83, 84, and 85.

### Summary

1. A small hook at the end of a curve is used for making a single sign for the very many syllables in which the consonant sound of eN is joined as part of a single sound. The hook is formed inside the curve: EVEN , MAN , SHOWN , LINE 







2. As with straight signs hooked for eN, a curve which is hooked for eN may be (a) joined to other signs: EVENING , MEANING , (b) made half or double as long as the normal: MINE , MIND , REMINDER , FINE , FIND , FINDER 

3. There is no eF/Vee hook to curves. For example—






NONE 	ENOUGH 
LEAN 	LEAVE 

but

4. A hook is not used at the end of an outline if there is a vowel sound after the eN or eF/Vee. In other words, HOOKS eN and eF/Vee are used if there is no vowel after the eN or eF/Vee; full eN or eF/Vee if there is a vowel after the eN or eF/Vee. For example—

OPEN 	PENNY 
MEN 	MONEY 
HALF 	HEAVY 

but

5. Hook eN to curves is used in phrases for the words BEEN and THAN: HAVE BEEN , MORE THAN . In addition, make a note of the phrases: THEY ARE NOT , I AM NOT , YOU WILL NOT 

From the rules given in the Summary do Exercise 86.

## CHAPTER TWENTY-THREE

## 38. SHUN HOOKS

(i) SYSTEM. The syllable -SHUN is very common in English.

ATTENTION	تا	CONDITION	ا
NATION	ب	CONDITIONED	با
NATIONAL	ب	STATION	ب
DIVISION	ا	OPERATION	ب
DIVISIONAL	با	EDUCATION	با
OBSERVATION	با	EDUCATIONAL	با
RELATION	ا	COMPLETION	ب
ACTION	ب	PERFECTION	ب
CONNECTION	ب	DIRECTION	ب
COMPETITION	ب		

## 39. eSS-SHUN

(i) SYSTEM. The syllable -SHUN often comes after consonant eSS. For example—

POSITION	ب	TAXATION	ب
----------	---	----------	---

## (ii) SHORT FORMS

PRINCIPAL	}	ب	INFORMATION	ب
PRINCIPALLY			LARGE	ب
PRINCIPLE			LARGELY	ب
THEREFORE		ب	LARGER	ب

(iii) CONTRACTIONS

ORGANIZE }  
ORGANIZED }

ORGANIZATION

OBJECTION

(iv) PHRASES

TO MEET COMPETITION

IN ADDITION

NEW COMPETITION

IN THIS CONNECTION

ANY CONDITION

IN CONNECTION WITH

From the outlines given in this Chapter do Exercises 87, 88, and 89.

Summary

1. A wide hook at the end of a sign is used for the sound of SHUN.







2. The SHUN hook is formed inside *curves*: NATION ,  
DIVISION , OBSERVATION



3. At the end of a straight sign there is a choice of sides on which the SHUN hook may be put. The choice is to be made as in the four rules here given.



(a) If there is a circle or hook at the start of the sign, the SHUN hook is put on the side *opposite* to the circle or hook: STATION

(b) If there is no circle or hook at the start of the sign, the SHUN hook is put on the side opposite to the last vowel in the outline: ACTION , CONNECTION but CAUTION ,  
OCCASION , OPERATION



(c) The SHUN hook is formed on the right side of simple Tee, Dee, and Jay: COMPETITION , ADDITION , CONDITION ,  
MAGICIAN

(d) After  to make a clearer outline, the SHUN hook is put on the side of Kay or Gay away from the eF/Vee or eL: FICTION , VACATION , NAVIGATION , LOCATION , LEGATION 

4. The SHUN hook may be used in the middle of an outline: NATIONAL , ADDITIONAL 

5. When SHUN comes after circle eSS, a small curved "tail" is put on after the circle. A third-place vowel between the eSS and SHUN is placed outside this curved tail; other vowels between the eSS and SHUN are not marked: POSITION , TAXATION 

6. If a word ends with -UATION, the sign iSH and hook eN are used. For example—
































STATION  but SITUATION 

From the rules given in the Summary do Exercise 90.

## CHAPTER TWENTY-FOUR


### 40. ADDITION OF CIRCLE eSS TO HOOKS

(i) SYSTEM. Circle eSS may be used with hooked signs, as in these examples—

SUPPLY		SUMMER		AMOUNTS	
SUPPLIES		SOONER		DEMANDS	
POSSIBLE		PERSONAL		FINDS	
POSSIBLY		PERSONALLY		EVENTS	
EXPRESS		PERSONALITY		NATIONS	
EXPRESSED		CHIEFS		DIVISIONS	
EXPRESSES		DRIVES		RELATIONS	
INDUSTRY		MEANS		OBSERVATIONS	
DISTRIBUTE		LINES		CONDITIONS	
DISTRIBUTION		MACHINES		DIRECTIONS	
				POSITIONS	

#### (ii) SHORT FORMS

OWING }  
LANGUAGE } 

EQUAL }  
EQUALLY } 

TILL 



EQUALLED }  
COLD } 

TOLD 

#### (iii) CONTRACTIONS














GOVERN }  
GOVERNED } 








## (iv) PHRASES







TRADE CONDITIONS TO EXPRESS POOR CONDITIONS AND INDUSTRY 

From the outlines given in this Chapter do Exercises 91, 92, and 93.









## Summary

1. Circle eSS may be used with hooked signs: SUPPLY , SOONER , POSSIBLE , INDUSTRY , EXPRESS , DISTRIBUTION , PERSONAL , MEANS , AMOUNTS , DRIVES , NATIONS , CONDITIONS , POSITIONS 

Make a note of the form of the circle and hook when  or  comes before  or : DISAGREE , DISCOURAGE , TASKER 

2. The fuller form of eN-eSS  is used after a curve, when the eSS has its true value and not the value of Zee. This is because words ending with the eSS sound have further forms; for example, MINCE , MINCES , MINCED , MINSTER ; but words ending in the Zee sound, for example, MEN'S , have no further forms.

Compare—

MINCE		} with {	MEANS	
LANCE			LINES	
FENCE			FENS	
ANNOUNCE			NOUNS	

From the rules given in the Summary do Exercise 94.

## CHAPTER TWENTY-FIVE

### 41. ADDITION OF A CIRCLE OR A LOOP TO HOOKS aR AND eN TO STRAIGHT SIGNS

(i) SYSTEM. The addition of a circle or a loop to hooks aR and eN to straight signs is made by writing the circle or loop on the hook side of the sign. For example—

STRANGE		STRAIGHT		TRAINS	
STRANGEST		STREET		TOWNS	
STRANGELY		SWEETER		ACCOUNTS	
STRONG		STOPPER		DEPENDS	
STRONGLY		ONCE		GROUNDS	
STRONGER		DISTANCE		SPENDS	
CONSIDER		DISTANCES		PLANTS	
CONSIDERABLE		ENGINES		POINTS	
CONSIDERABLY		CLEANS		PAINTS	
CONSIDERATION		CLEANSED		PAINTERS	
		LEARNS			

#### (ii) SHORT FORMS

SURPRISE		BALANCE	
SURPRISED		BALANCED	
ITSELF		SCHOOL	

#### (iii) CONTRACTIONS

RESPONSIBLE	}	
RESPONSIBILITY		

(iv) PHRASES

THAT WE CONSIDER		UPON CONSIDERATION	
OFFICIALS CONSIDER		YOURS TRULY	

From the outlines given in this Chapter do Exercises 95 and 96.

Summary

1. When a circle or loop comes before hook aR joined to a straight sign, it is formed on the hook side of the sign (that is, on the opposite side to simple circle eSS): STRANGE , STRONG , CONSIDERED , SWEETER , STOPPER

2. When a circle or loop comes after hook eN joined to straight consonant signs, it is formed on the hook side of the sign (that is, on the opposite side to simple circle eSS): DISTANCE , DISTANCES , ENGINES , CLEANS , CLEANSED , GROUNDS

3. The hooked form is used for the syllable iNG-GeR (or iNG-KeR) in addition to the double-length form . The hooked form is used after down signs. For example—

BANKER		LONGER	
STRONGER		but	LINGER

From the rules given in the Summary do Exercise 97.

The rules for writing aR, eL, eN, eF/Vee, and -SHUN and of adding eSS to them are a most important point in writing shorthand more quickly.

Go through the examples in the table given on the next page and do Exercise 98.





## CHAPTER TWENTY-SIX

## 42. COMPOUND CONSONANTS

(i) SYSTEM. Here are some more words giving examples of syllables formed with two consonants joined together. A single sign for these syllables is an easy way of saving time in writing them.







<b>KWay</b> QUICK		<b>iMP/iMB</b> IMPORTANT	
QUICKLY		IMPROVEMENT	
QUICKER		SEPTEMBER	
QUICKEST		DECEMBER	
QUARTER		<b>WeL</b> WELL	
QUARTERS		WILL	
QUARTERLY		WILLING	
REQUIRE		<b>WHeL</b> WHILE	
REQUIRED		WHILST	
REQUIREMENTS		<b>WHay</b> WHERE	
<b>LeR</b> FULLER		WHEREAS	
RULER		WHITE	
<b>ReR</b> POORER			
CLEARER			

## (ii) SHORT FORMS

IMPORTANT }  
 IMPORTANCE }  
 IMPOSSIBLE }

IMPROVE }  
 IMPROVED }  
 IMPROVEMENT }  
 WHETHER ✓
























(iii) PHRASES









DECEMBER LAST  WILL NOT BE   
 HAVING REGARD TO THE  LET ME KNOW   
 WILL YOU  TOOK PLACE 







From the outlines given in this Chapter do Exercises 99, 100, and 101.

Summary

1. There are eight special signs which are known as COMPOUND CONSONANT signs—




Sign	Letter	Name	As in	
	QU	<i>kway</i>	QUICK 	REQUIRE 
	GU	<i>gway</i>	GWYNNE 	
	MP/MB	<i>imp/imb</i>	IMPORTANT 	DECEMBER 
	LR	<i>ler</i>	FULLER 	RULER 
	RR	<i>rer</i>	POORER 	CLEARER 
	WH	<i>whay</i>	WHERE 	WHITE 
	WL	<i>wel</i>	WELL 	WILLING 
	WHL	<i>whel</i>	WHILE 	WHILST 



2. If stroke eM comes before  or  no time is saved by using the compound consonant, and the hooked forms are used: EXAMPLE , EMPLOY , SIMPLE , IMPRESS , IMPRINT , EMBRACE 



3. Stroke eM may be halved for Tee in such words as ATTEMPT, where the Pee is not clearly sounded: ATTEMPT , ATTEMPTS , PROMPT , PROMPTLY , JUMPED , BUMPED 













4. The addition of aR to the compound consonant iMP/iMB may be shown in two ways—









(a) By hook aR : HAMPER , ROMPER ;

(b) By making the sign twice as long : DECEMBER , SEPTEMBER 

The longer form is used after a down sign: DECEMBER , the hooked form after an up sign: HAMPER 

5. LeR  and ReR  are used only where the down form of eL or aR would be used in the root outline. For example—

FULL		but	SMALL	
FULLER			SMALLER	
RULE			CONTROL	
RULER			CONTROLLER	
CLEAR			CARRY	
CLEARER			CAREER	



















6. In phrases the sign  for WILL is used only when it is joined to another sign coming before it: I WILL , YOU WILL , IT WILL BE . At other times the full form  is used: WILL BE , WILL NOT BE , WILL YOU 

From the rules given in the Summary do Exercise 102.





## CHAPTER TWENTY-SEVEN

### 43. Way HALF-CIRCLE









(i) SYSTEM. A small half-circle is sometimes used for the consonant Way. For example—

WALK 	WARM 	WORK 
WALKING 	WERE 	WORLD 
WEEK } 	WIRE 	WORTH 
WEAK } 	WIRELESS 	QUALITY 
WEEKLY 	WOMAN 	FREQUENT 
WAR 	WOMEN 	FREQUENTLY 

### (ii) SHORT FORMS


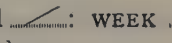






SUBJECT } 	TRIED 
SUBJECTED } 	TRUTH 





### (iii) PHRASES






100 	£100 	£100,000 
500,000 	£1,000 	£375,000 
50,000,000 	£10,000 	

From the outlines given in this Chapter do Exercises 103, 104, and 105

### Summary

1. A small half-circle is used for Way at the start of outlines, when it comes before the signs  and : WEEK , WEEKLY , WOMEN , WERE , WORK , WORLD 

2. In order to have a clear and short outline, the Way half-circle is sometimes used in the middle of an outline: QUALIFY , QUALITY , FREQUENT , FREQUENTLY 




























3. The signs eN , iTH , and eM  are used for HUNDRED, THOUSAND and MILLION: ONE HUNDRED , TWO THOUSAND , THREE MILLION 

From the rules given in the Summary do Exercise 106.

## CHAPTER TWENTY-EIGHT

### 44. DIPHONES

(i) SYSTEM. Sometimes in English words two vowel sounds come one after another with no consonant between them. For example—

EARLIER		REAL		WEIGHING	
HAPPIER		REALLY		SAYING	
HEAVIER		SERIOUS		LOWER	
CARRIER		SERIOUSLY		LOWEST	
IDEA		SUGGESTION		SHOWING	
IDEAS		MILLION		KNOWING	
MATERIAL		MILLIONS		FOLLOWING	
EXPERIENCE		QUESTION		TRUER	
EXPERIENCES		QUESTIONS		TRUEST	


(ii) SHORT FORMS

BEYOND 

ADVANTAGE 

OWN 

DELIVER }  
DELIVERED }   
DELIVERY }

OWNER 



(iii) PHRASES







SERIOUS CONSIDERATION 








SERIOUSLY CONSIDERING 





From the outlines given in this Chapter do Exercises 107, 108, and 109.

Summary

1. If two vowels come one after the other, the angled signs  and  are used. These signs are named DIPHONES.

(a)  is used where the first of the two vowels is a dot vowel, the sign being put in the position of the first of the two vowels: REAL , REALLY , IDEA , MATERIAL , HAPPIER 

(b)  is used where the first of the two vowels is a dash vowel: LOWER , KNOWING , SHOWING , FOLLOWING , TRUER , TRUEST 

(c) In addition  is used for the two vowels in such words as QUESTION , MILLION , SUGGESTION 









From the rules given in the Summary do Exercise 110.

## CHAPTER TWENTY-NINE














## 45. PREFIXES AND SUFFIXES

(i) SYSTEM. Some parts of words are very common in the English language at the start and at the end of words, and special shorthand signs are used for them. Those at the start are given the name Prefixes, those at the end Suffixes. For example—
























## PREFIXES

CONTROL		SELF-CONTROLLED	
CONTINUE		SELF-IMPORTANT	
CONNECTION		SELF-MADE	
SELF-CONTROL		UNNECESSARY	






## SUFFIXES

PAYING		RUNNING	
TEACHING		WANTING	
SHIPPING		SERVING	
HELPING		MASTERING	
HELPINGS		COSTING	
TRYING		COMING	
COVERING		COMINGS	
COVERINGS		GIVING	
ORDERING		PUTTING	
HEARING		TRADING	
ATTEMPTING		ORGANIZING	
MORNING		PUBLISHING	
MORNINGS			



THOUGHTFULNESS		REGULARITY	
THOUGHTLESSNESS		DESIRABILITY	
HOPEFULNESS		FORWARD	
HOPELESSNESS		FORWARDING	
CAREFULNESS		BACKWARD	
CARELESSNESS		FRIENDLY	
FRIENDSHIP		PARTICULARLY	
HARDSHIP		DIFFERENTLY	
MEMBERSHIP		RESPECTIVELY	
OWNERSHIP		ANNOUNCEMENT	
POSSIBILITY		ANNOUNCEMENTS	
FORMALITY			

(ii) SHORT FORMS

INSTRUCTION		SURE	
YOUNG		SURELY	
THIRD			

(iii) CONTRACTION

GOVERNMENT 





(iv) PHRASES



I AM SURE  IN THE ACCOUNTS 



From the outlines given in this Chapter do Exercises 111, 112, and 113.


## Summary







Special signs are used in shorthand for prefixes or suffixes that come frequently into English speech—



CON-. A small dot is used, or two parts of an outline are put near to one another: CONTROL , IN CONTROL , CONTINUE , DISCONTINUE  (See also pages 53 and 55.)

The CON- dot is not used in a few words such as COMMERCE , COMMISSION , since the outlines are clearer if made in full.









SELF-. A circle eSS is used away from the rest of the outline: SELF-IMPORTANT , SELF-MADE .

SELF-CON- A small circle is used in the place of the CON-dot: SELF-CONTROL .


IN- before  A small hook is used: INSTRUCTIONS , INSCRIBER , INHABIT ; but in the case of  and , if the prefix IN- gives a word the opposite meaning, the full eN is used to make the outlines more safe in reading back:




HOSPITABLE , INHOSPITABLE .

When in a longhand word UN, IM, IL, IN, or IR having the sense of NOT come before the letters N, M, L, or R, the two letters are also formed in shorthand—











KNOWN		but	UNKNOWN	
MATERIAL			IMMATERIAL	
LEGAL			ILLEGAL	
REDEEMABLE			IRREDEEMABLE	







This again is to make the outlines more safe in reading back.





iNG-. The sign iNG  is used very commonly, but sometimes a small dot is used. The dot is used—



(a) After thin straight down signs and aR : PAYING ,  
TEACHING , TRYING , HEARING , ORDERING ,  
COVERING 



(b) After a hook, circle or loop where the full iNG would not join well—





MORNING 	but	CLEANING 
SERVING 		DRIVING 
RINSING 		RISING 
COSTING 		SUGGESTING 
MASTERING 		REGISTERING 







(c) Generally after a short form: THINKING , COMING ,  
GIVING , ORGANIZING , ADVERTISING , GOVERNING 





Make a note, however, of: GOING , HAVING ,  
DOING , BEING 






-INGS. Where a dot would be used for -iNG, a dash is used for -INGS: MORNINGS , COVERINGS 








-MENT. The halved form of eN  is used where the hooked form  would not join well. For example—

ANNOUNCEMENT 	but	STATEMENT 
ANNOUNCEMENTS 		STATEMENTS 





-FULNESS, -LESSNESS. The signs eF-eSS  and eL-eSS , are put near to the first part of the outline: CAREFULNESS , CARELESSNESS , HOPEFULNESS ,  
HOPELESSNESS 

-SHIP. iSH is used. It may be joined to the sign coming before it or separated from it: FRIENDSHIP , OWNERSHIP , MEMBERSHIP , HARSHIP 

-LITY, -RITY. The sign for the syllable which comes before the ending -LITY or -RITY is put near to the first part of the outline: POSSIBILITY , FORMALITY , DESIRABILITY , REGULARITY , LIBERALITY 

-WARD. The halved form of Way is used: FORWARD , FORWARDS , BACKWARD , BACKWARDS , UPWARD , UPWARDS   
Make a note of: FORWARDED 

-LY. The full sign eL and the hook eL are used—

(a) Full sign eL, joined or formed separately: FRIENDLY , PARTICULARLY , EASILY , CLEARLY 

(b) Hook eL: CHEAPLY , DEEPLY , RESPECTFULLY , RESPECTIVELY , BEAUTIFULLY 

From the rules given in the Summary do Exercise 114.

CHAPTER THIRTY

46. INTERSECTIONS

(i) SYSTEM. An outline may be formed through another (or put near to another) for saving time in the writing of words commonly coming together. These signs are given the name "Intersection."

PARTY GOVERNMENT		AS A MATTER OF FORM	
LABOUR PARTY		IN A MONTH'S TIME	
BANK RATE		FOR A MONTH	
CITY BANK		WEDNESDAY MORNING	
EARLY ATTENTION		MONDAY MORNING	
NECESSARY ATTENTION		NATIONAL POSITION	
THIS CHARGE		NATIONAL SITUATION	
FREE OF CHARGE		YOU MAY REQUIRE	
THIS COMPANY		IT WILL BE REQUIRED	
YOUR COMPANY		YOUR REQUIREMENTS	
GOVERNMENT OFFICIAL		RAILWAY COMPANY	
GOVERNMENT OFFICE		RAILWAY OFFICIALS	
NECESSARY FORM			

























(ii) SHORT FORMS
















WONDERFUL	}	ALTHOUGH	}	WHOSE
WONDERFULLY				
THOUGH	(	WITHIN	(	CHILD

From the outlines given in this Chapter do Exercises 115, 116, and 117.

## Summary

One sign is sometimes formed through another to make a phrase. This means of writing words which commonly come together may also be used for writing the phrases which a shorthand writer commonly gets in his daily work.

<i>Sign</i>	<i>Word</i>	<i>As in</i>	
	PARTY	OUR PARTY	
		GOVERNMENT PARTY	
	BANK	THIS BANK	
		ENGLISH BANK	
	ATTENTION	SPECIAL ATTENTION	
		EARLY ATTENTION	
	CHARGE	HEAVY CHARGE	
		FREE OF CHARGE	
	COMPANY	YOUR COMPANY	
		NEW COMPANY	
	GOVERNMENT	NATIONAL GOVERNMENT	
		PRESENT GOVERNMENT	
	FORM	NEW FORM	
		NECESSARY FORM	
	MONTH	THIS MONTH	
		FOR A MONTH	

Sign	Word	As in	
	MORNING	SATURDAY MORNING	
		THIS MORNING	
	NATIONAL	NATIONAL SITUATION	
		NATIONAL BUSINESS	
	REQUIRE	YOU MAY REQUIRE	
	REQUIRED	WILL BE REQUIRED	
	REQUIREMENT	TO MEET REQUIREMENTS	
	RAILWAY	RAILWAY COMPANY	
		RAILWAY OFFICIALS	

From the rules given in the Summary do Exercise 118.

## CHAPTER THIRTY-ONE: Part One

### VOWELS IN PITMAN SHORTHAND

47. There are a great many reasons why Pitman Shorthand is so very quick and reliable in its signs for the writing of the English language, and one of these reasons is that the vowel-signs are not a *necessary* part of the outline. Because the vowels are not joined to the consonant signs, they may, *without changing the form of the outline*, be put in the outline or not, as may be desired. This is a most important point because the English language is a language of consonants and not a language of vowels. If we take, for example, those words which are given in italics in the first sentence of the test on page 123 and put them in longhand, using *only the consonants*, it is clear that the consonants by themselves are enough for reading the whole words.\* If, on the other hand, we take the words which are given in italics in the second sentence of the test and put them

\* Gentlemen, In R.V..W.NG the balance SH..T before you I would DR.W your attention to the R.V.S.D form in which the accounts are presented.

in longhand, using *only the vowels*, it is clear that the vowels by themselves are not enough.\*

It is important for you as a shorthand writer to be able to make more time for writing other words by not putting in the vowels and, *without changing the form of your outlines*, to make use of this special point in the English language; but it is of value only if you make the *right* use of this idea for making the writing of words shorter.

There are two important points—

(1) If it is desired to give in any outline the signs for one or more of the vowel-sounds of that word you have to be able to put in the vowel-signs—the right ones and in the right places.

(2) If you are putting in vowels you have to have a knowledge of which vowels are important, which are less important, and which are not in the least important.

We will take these two points separately—

(1) **KNOWING HOW TO PUT IN VOWEL-SIGNS.** Examples have been given all through this book of the way in which the different vowel and diphthong-sounds of the English language may be represented in shorthand writing. For your convenience a Table of the vowel and diphthong-signs has been given on page 106 and a Summary of the rules for the use of the signs is given on pages 103, 104, and 105. Go over the examples given in the Table and the Summary carefully, and make sure of your knowledge by doing Exercise 119.

---

\* This gives a clear and .I . . . eye view of the company's .I.A. .IA. position.



Summary: Part One  
VOWEL REVISION

1. There are twelve vowel-signs in Pitman Shorthand and three places in which these vowel-signs may be put, the first, second, and third places.

(a) The first-place vowels are—

Ä	AH	Ö	AU
ADD	CAR	GOT	TALK
ADDITION	FARM	NOT	CAUSING
AMONG	ARMS	LONGING	BROUGHT

If the first vowel-sound in a word is a first-place vowel the outline is put over the line.








(b) The second-place vowels are—

Ë	AY	Û	OE
GET	WEIGHT	TOUCH	LOW
BETTER	APRIL	TRUST	LOAN
FRIEND	TRAIN	ONCE	MOMENT

If the first vowel-sound is a second-place vowel the outline is put on the line.

(c) The third-place vowels are—

Ï	ĒĒ	ÖÖ	ÖÖ
IF	TEA	PULL	MOVE
MINUTE	TEACH	FULLY	FOOD
DRINK	FREE	FOOT	RULE

If the first vowel-sound in a word is a third-place vowel the outline is generally put through the line. In a few cases, however, the outline is put on the line: (1) When it is a simple left to right outline, e.g. KEY , KING ; (2) When the first down or up sign is half-length, e.g. FOOT , FOOTBALL , WIT , WITNESS , MILITARY 

2. There are four diphthong-signs in Pitman Shorthand, two put in the first-place and two in the third-place.

(a) The first-place diphthongs are—

IE

BUY

LIKE

DRIVE

ISLE

OI

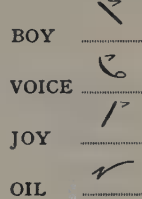
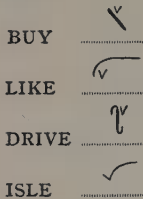
BOY

VOICE

JOY

OIL

as in the outlines



(b) The third-place diphthongs are—

OW

OUT

ANNOUNCE

GROUND

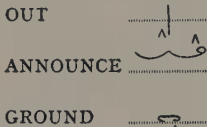
UE

BEAUTY


CURE

BEAUTIFUL









as in the outlines











The diphthong-signs for OW and UE are joined at the end of a down sign—








DOUBT BOUGH POWDER FEW FEUD DUE 




3. If another vowel follows a diphthong a small tick may be put on to the diphthong-sign and these signs are given the name TRIPHONES. For example—







IE plus vowel: BUYER , BUYERS   
 OI plus vowel: BOYISH , EMPLOYER   
 OW plus vowel: POWER , TOWEL   
 UE plus vowel: FEWER , NEWER 

4. When two vowels come together but are each sounded separately the small signs  and  are used. These signs are given the name of DIPHONES.

The sign  is used where the first of the two vowels is a dot vowel and it is put in the place of the first of the two vowels: REAL , REALLY , MATERIAL , EXPERIENCES , LAYER 

The sign  is used where the first of the two vowels is a dash vowel, and it is also put in the place of the first of the two vowels: LOWER , LOWEST , KNOWING , FOLLOWING , TRUER , JEWEL 

5. In outlines using the hooked forms , , , etc., it is sometimes desired to show that a vowel other than *ě* (the vowel in PER) comes between the first consonant and the aR or eL. The vowel may be given by—

(a) Writing a small circle in the place of a dot vowel: REGARD , GARMENT , PARCEL , DIRECT , SHILLING , ENGINEER 






(b) Writing a dash vowel or a diphthong-sign through the hooked form: NORTH , COURSE , THURSDAY , BEFORE , LECTURE 

TABLE OF VOWEL AND DIPHTHONG-SIGNS

Place	Vowels		Diphthongs	Triphones	Diphones	Hooked form Vowels and Diphthongs
	Short	Long				
1st	ADD	CAR	LIKE	BUYER	SAHIB	BAROMETER
2nd	GET	TRAIN	OUT	TOWEL	LAYER	REGARD
3rd	IF	TEA	BOY	EMPLOYER	REAL	QUESTIONNAIRE
1st	GOT	TALK			SAWING	DIRECT
2nd	TRUST	LOW	DUTY	NEWER	LOWER	ENGINEER
3rd	BOOK	FOOD			TRUER	NORTH
						THURSDAY
						BEFORE
						FULFIL
						BROCHURE
						LECTURE
<p>1. Vowels and Diphthongs to Circle SeZ</p> <p>EXHAUST , EXIST , INSIST , MISSISSIPPI , EXERCISE ,            CRISIS , KANSAS </p>						
<p>2. Vowels to SHUN and eSS-SHUN</p> <p>ADDITION , VISION , CONCLUSION , DELUSION , EDUCATION ,            POSITION , MUSICIAN </p>						

(2) KNOWING WHEN NOT TO PUT IN VOWEL-SIGNS. In normal shorthand writing it is not only unnecessary to show every vowel—it is often a waste of time to do so, and part of your training as a shorthand writer is learning to use time only for the necessary and important vowels. There are two ways in which you may get this practical knowledge. The first way is by reading a great deal of shorthand which is well-written from this point of view. If you read the shorthand of practical shorthand writers who have this knowledge of outlines—when to give and when not to give the vowel-signs—it will seem remarkable to you how simply and quickly you come in your own writing to do as they do. The second way is by getting a knowledge of the rules which by experience the good shorthand writer has put into use.

(3) KNOWING WHICH VOWEL-SIGNS TO PUT IN AND NOT TO PUT IN.

It is important first to make it clear that there is a great difference between writing words in normal groups to make sense, that is in "context," and writing them as separate words in a list. When writing in shorthand a list of separate words or Proper Names special care has to be taken with the vowel-signs, but when writing the English language in shorthand in its normal current form the greater number of the vowel-signs are not necessary and indeed it will be a waste of time to put many of them in. The following rules are therefore given for those cases when you are writing the outlines for ordinary current English. It is also clear that in your own work of shorthand writing you will put in as many of the important vowel-signs as you have time to do while taking down (if the rate is very quick you may not be able even to put in any vowels) and that when you are reading your shorthand through afterwards you will put in the important vowel-signs in the outlines as you go along.

Let us have a look first at the rules for *not* putting in vowels. Outlines of this kind may be divided into three classes—

(1) Common words.

(2) Long words which are within the normal use of the shorthand writer.

(3) Other words in which the form taken by the outline makes clear where vowels come or in which the position of the outline in relation to the line gives a clear enough sign of the word.

We will take these three classes separately.

(1) COMMON WORDS. It is clearly unnecessary to put the vowels

into the outlines for common words like ✓ L < - e l

q x The words ASK MAN END STREET are as common and clear to the shorthand writer as a number of short forms. In the same way other common outlines may be turned into words without the help of the vowels, and you may generally leave out all the vowels from outlines given in this book, particularly when the sense of the sentence is very clear.

(2) LONG WORDS USED BY THE WRITER AS HIS NORMAL ENGLISH. A number of words in the English language have three, four, or even more syllables. Even some common words are so *extraordinarily* long (such as the word just given) that they may have as many as six or seven syllables. With the increase in the number of syllables not only is there less need to put in every one of the vowels but it becomes safe to put in no vowels whatever, particularly if the word is one which is often used by the writer. For example, in the sentence OUR CUSTOMER WILL BE IN THE LAST RAILWAY CARRIAGE OF THE TRAIN TO MANCHESTER the outlines for CUSTOMER, RAILWAY, CARRIAGE, and MANCHESTER may be said to be the outlines for normal words which are long enough for the consonants to do the whole of the work without the help of vowels. Therefore, the rule is: There is no need to put in any vowels if the outlines are for long words which are part of your normal English. An outline of three consonant signs is generally long enough for this purpose.

(3) OTHER WORDS IN WHICH SIGNS ABOUT THE VOWELS ARE GIVEN BECAUSE OF THE POSITION OR THE FORM TAKEN BY THE OUTLINE. There are other words which are not covered by the two rules given above but in which there are reasons why it is often safe to put in no vowels. There are a number of rules given in the Summary, Part II for being certain which words come into this group.

Go carefully through the Summary and then do Exercise 120. The outlines in that exercise have been given without any vowel-signs. Go through the exercise first of all underlining those outlines in which you would put a vowel-sign even in writing at high speed, and then put in those vowels and any other vowels which you would put in when reading through your notes.







































## Summary : Part Two

RULES FOR NOT PUTTING IN AND FOR PUTTING IN  
VOWEL-SIGNS AND FOR MAKING THE RIGHT SELECTION  
OF VOWELS TO BE PUT IN

IT IS NOT GENERALLY NECESSARY TO PUT IN A VOWEL-SIGN:

1. If the form taken by the outline makes it clear that there is a vowel.

(a) The form of an outline makes it clear that a vowel is present or is not present at the start of a word in these ways—

- (i) The full sign eSS: \*ASLEEP , ASKING , but SLEEP , SACKING 
- (ii) Down motion aR: ARRIVE , ARREST , but ROUGH , REST 
- (iii) Down motion eL: ALONG , ALIKE , but LONG , LIKE 
- (iv) Left FeR, VeR, TheR: OFFER , EVER , EITHER , but FRY , FRO , THROUGH 
- (v) Two forms of Way: AWARE , AWAKE , but WORRY , WAKE 
- (vi) Two forms of WHay: AWHILE , but WHILE 
- (vii) SHUN HOOK: ACTION , but CAUTION 
- (b) A vowel at the end of an outline is shown by the use of—
- (i) Full sign eSS: LUCY , LESSEE , but LOSS , LESS 
- (ii) Full sign Tee: TESTY , RUSTY , but TEST , REST 
- (iii) Up motion Ray: CARRY , STORY , but CAR , STORE 

\* No vowels have been given in these examples for the reason that the desire is to make clear the differences in the consonants. And in addition the rules are here given as if the outlines were in context of normal sentences, which is a most important condition in the subject under discussion.

(iv) Up motion eL: FOLLOW , FULLY , REALLY , but  
FALL , FULL , REAL 

(v) Full sign eN: PENNY , MANY , but OPEN , MEN 

(vi) Full sign eF/Vee: HEAVY , GRAVY , but HALF ,  
GAVE 

(vii) Full sign Tee/Dee: WEIGHTY , MEADOW , but  
WEIGHT , MADE 





(c) A vowel in the middle of an outline is shown by the use of—

(i) Consonants eL and Dee: FOLLOWED , VALUED ,  
but FILLED , VEILED 



(ii) Consonants Ray and Dee: CARRIED , MARRIED ,  
but CARD , MARRED 

(iii) SHUN HOOK: OPERATION , EDUCATION , but  
PORTION , DICTION 






2. If the position of the outline makes clear the vowel and the word; for example—




FACT  but EFFECT   
TRACK  TRUCK 

3. If the outline has come earlier in the matter being taken and if (let it be said again) you are writing the sort of matter the reading back of which comes readily to you.

4. If the word has three or more syllables: DERIVATIVE ,  
COMPARISON 

### VOWEL-SIGNS SHOULD BE PUT IN

1. In outlines of only one syllable if such outlines are not very common: PAT , PAW , JAW , CHAT , GUIDE 

2. When there is a vowel at the start of the word, e.g.:  
ABSENT , APTLY , ODDLY 



This rule is most important in words where the only difference between two outlines is that one has a vowel at the start of the outline—

ARIGHT		but	RIGHT	
ACROSS			CROSS	
AFAR			FAR	

3. In outlines where the only difference is in one vowel—

NELLY		but	NELL	
SNOW			SUN	

4. Where words of the same sort have similar outlines, apart from the vowels—

AMAZEMENT		but	AMUSEMENT	
ADAPT			ADOPT	
APPOSITE			OPPOSITE	
ALTITUDE			LATITUDE	
ALLIANCE			ALLOWANCE	
UNLUCKILY			UNLIKELY	

5. In certain words where the hooked form is used when there is an accented vowel between the consonants: NURSE , PARCEL

6. In as many uncommon outlines as possible when you are taking down matter which is not what is your normal language.




7. In names of persons and of places.

### MAKING A SELECTION OF THE BEST VOWEL TO PUT IN.

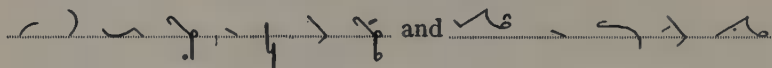
Generally it may be said that if there is more than one vowel in a word it is usually safe to put in only one vowel—the vowel




which is of the most help in reading back. Here are the rules which make clear which vowel is the most important vowel—

(a) The first syllable in a word is generally the most important and vowels in further syllables will not generally be necessary.

(b) If, however, the first syllable is not accented or weighted when talking normally, the accented syllable becomes the most important, e.g. : RECEIVE , RETAIN , RETURN 

Compare the vowels given in the outlines for PROCEED', PRO'CEEDS, REFUSE', and RE'FUSE, as used in these examples:



(c) If the form of an outline makes clear that a vowel is present at the start of a word, the second of the several vowels may become of most importance, e.g. : ALUMINIUM , ELIMINATE , ESTUARY 

### OUTLINES FOR WHICH SPECIAL DIFFERENCES HAVE TO BE MADE.



































There are some words in the English language for which it is necessary to make special differences in the outlines for fear that there may be confusion. These words are small in number since they necessarily have these five conditions happening all at the one time.






















- (1) Be words of the same or similar sort.
- (2) Be words that may be put one for the other in ordinary current English while keeping the good sense of the story.
- (3) Be words having the same consonants.
- (4) Be words having these same consonants placed in the same way in syllables and so in the shorthand outlines.
- (5) Be words for which the outlines would be put in the same place in relation to the line.

The two words VALE and VALLEY would come under (1) because they are both names of things, under (2) because they have the same

meaning and under (3) because they have the same consonants; but under the other two heads (4) and (5) they are quite distinct. On the other hand, a small number of words may sometimes be taken for other words and special outlines have been given to them. The list is not long and it is wise to make a point of writing these special outlines—

To keep distinct from—

ABANDONED		ABUNDANT	
AGENT		GENTLEMAN	
ALCOHOL		ALKALI	
AVAILABLE		VALUABLE	
BEAUTIFUL		PITIFUL	
BURIAL		BIRTH	
CAUSED		COST	
CONSIDERATE		CONSIDERED	
DEAREST		TRUEST	
DEFER		DIFFER	
DIVERSE		ADVERSE	
EARNESTLY		ERRONEOUSLY	
ELABORATE		LABOURED	
EVENTUALLY		EVIDENTLY	
FAVOURITE		FAVOURED	
FORGET		FORGIVE	
FUTILE		FATAL	


































































GRADUALLY		GREATLY	
GUIDANCE		GOODNESS	
HARDIEST		HARDEST	
HEARTILY		HARDLY	
HEARTY		HARDY	
INEVITABLE		UNAVOIDABLE	
INGOT		NUGGET	
Mrs.		MISSES	
NEEDLESS		ENDLESS	
NEWEST		NEXT	
NOTABLE		NOBLE	
PARTICULARLY		BROADLY	
PERSECUTE		PROSECUTE	
POOR		PURE	
POOREST		PUREST	
PREFER		PROFFER	
QUEER		CLEAR	
SACRED		SECRET	
SITUATION		STATION	
UNDEFINED		INDEFINITE	
UNSOILED		UNSOLD	

**CHAPTER THIRTY-ONE: Part Two**  
**TABLE OF SHORT FORMS AND CONTRACTIONS**  
**ARRANGED ALPHABETICALLY**


The Short Forms and Contractions which have been given Chapter by Chapter in this book are also given here in Table Form. They are put together in this way so that you may do them again and again both from shorthand to words and from words to shorthand and give yourself training on these short forms until you have a complete knowledge of all of them. Go through the list and do Exercise 121, which is given as a test of your knowledge of these short forms. It is a good idea for you to get this Exercise by heart and to keep writing it, attempting each time to do it more quickly. Getting quicker in the rate of writing the Short Forms and Contractions (and indeed any of the common outlines) makes you get quicker in the rate of taking down from word of mouth—and this is true even when you are writing at 120 words a minute or more.

• { A	⌒ ANYTHING	└ BUT
..... { AN	..... ARE	..... CALL
..... ACCORDING	○ AS	..... CALLED
..... ACKNOWLEDGE*	∞ BALANCE	..... CAN
..... ACKNOWLEDGMENT*	∞ BALANCED	..... CAPABLE*
..... ADVANTAGE	..... BE	..... CARE
..... ADVANTAGEOUS*	..... BECAUSE	..... CARED
..... { ADVERTISE	..... BEEN	..... CERTIFICATE*
..... { ADVERTISED	..... BEHALF*	..... CHAIR*
..... { ADVERTISEMENT	..... BELIEF	..... CHARACTER
..... ALL	..... BELIEVE	..... CHARACTERISTIC*
..... ALTOGETHER	..... BELIEVED	..... BEYOND
..... AND	..... BUILD	..... CHEER*
..... ANY	..... BUILDING	..... CHILD

■ These outlines have not been given in this book but are of value to the student.

 CIRCUMSTANCE*	 DOCTOR*	 { FINANCIAL* FINANCIALLY*
 COLD	 DURING	 FIRST
 COME	 { EFFICIENT* EFFICIENTLY* EFFICIENCY*	 FOR
 { COMMERCIAL* COMMERCIALY*	 ELECTRIC	 FROM
 COULD	 ELECTRICAL*	 { GENERAL GENERALLY
 DANGER	 ELECTRICITY	 GENTLEMAN*
 DANGEROUS	 ENGLAND*	 GENTLEMEN
 DEAR	 ENGLISH	 { GIVE GIVEN
 { DEFICIENT* DEFICIENTLY* DEFICIENCY*	 ENLARGE*	 GO
	 ENLARGED*	
 { DELIVER DELIVERED DELIVERY	 { EQUAL EQUALLY	 GOLD
 DEMONSTRATE*	 { ESPECIAL* ESPECIALLY*	 { GOVERN GOVERNED
 DEMONSTRATION*	 { ESTABLISH* ESTABLISHED* ESTABLISHMENT*	 GOVERNMENT
 DESCRIPTION*		 GREAT
 DESTRUCTION*	 EVERYTHING	 GUARD*
 DESTRUCTIVE*	 { EXCHANGE EXCHANGED	 HAD
 { DIFFERENCE DIFFERENT	 { EXPECT EXPECTED	 HAND
 DIFFICULT	 EXPENDITURE*	 HAS
 DIFFICULTY	 EXPENSIVE*	 HAVE
 { DISCHARGE* DISCHARGED*	 EYE	 HE
 { DISTINGUISH* DISTINGUISHED*	 { FAMILIAR* FAMILIARITY*	 HIM
 DO	 FEBRUARY	 HIMSELF
		 HIS
		 HOUR

HOW	INSTRUCTION	ME
HOWEVER	INSTRUCTIVE*	MEMBER
I	INSURANCE	MERE
IDENTICAL*	INTELLIGENCE*	MESSENGER*
IMMEDIATE	{ INTELLIGENT* INTELLIGENTLY*	MORE
{ IMPORTANT IMPORTANCE	INTEREST	{ MORTGAGE* MORTGAGED*
IMPOSSIBLE	INVESTIGATION*	MOST
{ IMPROVE IMPROVED IMPROVEMENT	INVESTMENT*	MR.
IN	IRREGULAR*	MUCH
{ INCONVENIENCE* INCONVENIENT* INCONVENIENTLY*	{ IRRESPONSIBLE* IRRESPONSIBILITY*	MYSELF
INCORPORATED*	IS	NEAR
{ INDIVIDUAL* INDIVIDUALLY*	IT	{ NEGLECT* NEGLECTED*
INFLUENCE	ITSELF	NEVER
INFLUENCED	JANUARY	NEVERTHELESS*
{ INFLUENTIAL* INFLUENTIALLY*	JUSTIFICATION*	NEXT
{ INFORM INFORMED	KNOWLEDGE	NOR
INFORMATION	LANGUAGE	NORTHERN*
{ INSCRIBE* INSCRIBED*	LARGE	NOTHING
INSCRIPTION*	LARGER	NOTWITHSTANDING*
{ INSPECT* INSPECTED*	LARGELY	NOVEMBER
	LIBERTY*	{ NUMBER NUMBERED
	LORD*	
	{ MANUFACTURE MANUFACTURED	{ OBJECT OBJECTED
	MANUFACTURER	OBJECTION


 OBJECTIVE\*

 OF

 OH!


 ON

 ONESELF\*

 OPINION

 OPPORTUNITY

 ORGANIZATION


 ORGANIZE  
 ORGANIZED

 OUGHT

 OUR

 OURSELVES

 OVER

 OWE



 OWING

 OWN

 OWNER



 PARTICULAR

 PARTICULARLY

 PECULIAR\*  
 PECULIARITY\*

 PEOPLE




 PERFORM\*  
 PERFORMED\*




 PERFORMS\*  
 PERFORMANCE\*




 PLEASURE

 PRACTICE\*  
 PRACTISE\*  
 PRACTISED\*




 PRACTICABLE\*

 PRINCIPAL  
 PRINCIPALLY  
 PRINCIPLE

 PROBABLE  
 PROBABLY  
 PROBABILITY

 PROFICIENT\*  
 PROFICIENTLY\*  
 PROFICIENCY\*

 PROSPECT\*

 PUBLIC  
 PUBLISH  
 PUBLISHED

 PUBLICATION\*

 PUBLISHER\*



 PUT

 QUITE



 RATHER

 REGULAR

 REMARKABLE  
 REMARKABLY



 REMARK  
 REMARKED

 REMEMBER  
 REMEMBERED

 REPRESENT  
 REPRESENTED

 REPRESENTATIVE\*

 REPRESENTATION\*

 RESPECT  
 RESPECTED

 RESPONSIBLE  
 RESPONSIBILITY

 SATISFACTION\*


 SATISFACTORY


 SCHOOL


 SELFISH\*  
 SELFISHNESS\*

 SENSIBLE\*


 SENT

 SEVERAL


 SHALL

 SHORT


 SHOULD



 SIGNIFY\*  
 SIGNIFIED\*  
 SIGNIFICANT\*

 SOMETHING

 SPEAK













































































 SPECIAL  
 SPECIALLY

 SPIRIT\*

 SUBJECT  
 SUBJECTED

 SUBSCRIBE\*  
 SUBSCRIBED\*



 SUBSCRIPTION*	 TO	 WHATEVER	
 SUBSTANTIAL*	 TO BE	 WHEN	
 SUFFICIENT*	 TOGETHER	 WHENEVER	
 SUFFICIENTLY*		 WHETHER	
 SURE	 TOLD	 WHICH	
 SURPRISE	 TOO	 WHO	
 SURPRISED	 TOWARD	 WHOSE	
 TELEGRAM*	 TOWARDS	 WHY	
 TELL	 TRADE	 WISH	
 THANK	 TRANSCRIPTION*	 WITH	
			 THANKED
 THAT	 TRIED	 WITHIN	
 THE	 TRUTH	 WITHOUT	
 THEIR	 TWO	 WONDERFUL	
 THEM	 UNANIMOUS*		 WONDERFULLY
 THEMSELVES			
 THERE	 UNDER	 WORD	
 THEREFORE	 UNIFORM*	 WOULD	
		 UNIFORMITY*	 WRITER
		 UNIFORMLY*	 YARD
 THING	 UNIVERSE*	 YEAR	
 THINK	 UNIVERSITY*	 YESTERDAY	
 THIRD	 USUAL	 YOU	
 THIS		 USUALLY	
 THOSE	 VERY	 YOUNG	
 THUS*	 WAS	 YOUNGER*	
 THOUGH	 WE	 YOUNGEST*	
 TILL	 WHAT	 YOUR	

## CHAPTER THIRTY-ONE: Part Three

There are a small number of ways of making even quicker signs for some other words of the English language. These are listed here so that this book may be said to be complete. It is probable that you will come across these words in your shorthand reading and that they will not seem hard. It is better however to give time to learning them. When you have done so do Exercise 122.

### TABLE GIVING ADDITIONAL WAYS OF MAKING SHORTER OUTLINES

(a) SOME PREFIXES AND SUFFIXES:




ACCOM-. Use — Kay as in ACCOMMODATION ⌒, ACCOMPLISH ⌒  
 INTRO-. Use — iNTeR as in INTRODUCE ⌒, INTRODUCTION ⌒  
 MAGNA-, MAGNE-, MAGNI-. Use — eM as in MAGNIFY ⌒, MAGNETIZE ⌒  
 TRANS-. Use ⌒ TeR-eSS as in TRANSFER ⌒, TRANSPORT ⌒  
 -MENTAL-LY-ITY. Use — MeNT as in TEMPERAMENTAL ⌒, INSTRUMENTAL ⌒  
 -LOGICAL-LY. Use ⌒ Jay as in PSYCHOLOGICAL-LY ⌒, MYTHOLOGICAL-LY ⌒




(b) SOME INTERSECTIONS:

EDUCATION BILL	<u>⌒</u>	I WILL ARRANGE	<u>⌒</u>
INSURANCE DEPARTMENT	<u>⌒</u>	THEY ARRANGED	<u>⌒</u>
SCHOOL JOURNAL	<u>⌒</u>	THIS ARRANGEMENT	<u>⌒</u>
CAPTAIN BAKER	<u>⌒</u>	THESE ARRANGEMENTS	<u>⌒</u>
COLONEL BAKER	<u>⌒</u>	DRAMATIC SOCIETY	<u>⌒</u>
INVESTMENT CORPORATION	<u>⌒</u>	MEDICAL SOCIETY	<u>⌒</u>
PROFESSOR SMITH	<u>⌒</u>	PITMAN LIMITED	<u>⌒</u>



















(c) SOME OUTLINES IN WHICH ONE OF THE CONSONANTS IS NOT PUT IN:

Pee not put in, as in: TEMPT , EXEMPTION , PROMPT-NESS 



















Kay not put in, as in: DISTINCT , EXINCT , DISTINC-TION 

Tee not put in, as in: HONESTLY , INSTITUTE , MIS-TAKE 

(d) SOME JOINED OUTLINES:

HEREIN 	THEREIN 	WHEREIN 
HEREAT 	THEREAT 	WHEREAT 
HEREOF 	THEREOF 	WHEREOF 
HEREON 	THEREON 	WHEREON 
HERETO 	THERETO 	WHERE TO 
HEREWITH 	THEREWITH 	WHEREWITH 

(e) SOME PHRASES:

MOST IMPORTANT 	IN ORDER THAT 
THIS LETTER 	IN ORDER TO 
FOR US 	YOURS FAITHFULLY 
TO US 	FAITHFULLY YOURS 
AS MUCH AS POSSIBLE 	YOURS SINCERELY 
AS EARLY AS POSSIBLE 	AT ONCE 
AS FAR AS POSSIBLE 	AT ANY RATE 
NOT LATER THAN 	AT ALL EVENTS 
NO LONGER THAN 	IN THE MEANTIME 

# CHAPTER THIRTY-TWO

## PART ONE. THE 700 COMMON WORDS

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700.

w h ( c l ) > b x t , e , d " l  
 7 u a p l u o l q ? " r , ( a b s  
 l - o d u s a k o b e , - k n y  
 a g l a n y g w , - b h j  
 > b - v x y o . l v o . e  
 o . - a - w y x a - u a l / b v  
 y p - 7 u a l l m a - u b l  
 1 7 a k u y p x d ' 84.25% > y o  
 l - a r p - 7 u a x

**The Queen's English**

It is difficult to recognize any one piece of English as a representative sample of the English language. The difficulty has been met in this case by taking a passage from the examination papers of the leading examining body in England of the date nearest to the first publication of this book and at the speed of the obvious round number. The passage below, therefore, has been taken from a Royal Society of Arts Examination, at 100 words a minute.

2 Gentlemen, In reviewing the balance sheet before you I would 8  
 4 draw your attention to the revised form in which the accounts are 8  
 4 presented.\* This gives | a clear and bird's eye view of the company's 8

\* These words (*presented, felt and holders*) are formed from the root words (*present, feel and hold*) but they are not listed in this form in the 700 common words because in shorthand the signs for them are made by making greater changes from the root sign than in the case of all the other words in the list. These words are taken as not being in the list.

|     |   |  |     |
|-----|---|--|-----|
| 3   | <i>financial</i>                              | position. In <i>previous</i> balance sheets it has been the custom                           | 8   |
| 3   |   | to show the <i>dividends</i> paid   as a <i>gross</i> figure, without <i>explaining</i>      | 8   |
| 5   |   | that the <i>sum</i> was <i>gross</i> , and, of course, without showing the tax               | 7   |
| 3   |   | <i>deducted</i> . I think you will agree that   the way we present the                       | 9   |
| 3   |   | accounts to-day is much better, as it clearly shows what <i>contribution</i>                 | 8   |
| 4   |   | the company makes to income and other taxes,    and also gives                               | 7   |
| 4   |   | the <i>actual</i> amount of <i>cash</i> paid to the <i>share-holders</i> .*                  | 6   |
| 5   |   | I am <i>glad</i> to be able to tell you that our position in <i>America</i>                  | 9   |
| 2   |   | has now been <i>entirely</i> cleaned up. In <i>dealing</i> with <i>America</i> it has        | 10  |
| 4   |   | been a very long and <i>tiresome</i> matter, and I was probably of some                      | 9   |
| 6   |   | <i>assistance</i> to the company in helping to clear it up. We had to go                     | 8   |
| 4   |   | very carefully so as to <i>comply</i> with the laws of <i>America</i> ,   and so             | 9   |
| 3   |   | that this company should leave the country with a good character;                            | 8   |
| 2   |   | and this we have done. We were not able to trade direct    with                              | 11  |
| 3   |   | customers in <i>America</i> during the <i>period</i> of <i>litigation</i> for <i>obvious</i> | 7   |
| 2   |   | reasons, but we have now <i>commenced</i> to <i>execute</i> orders direct to                 | 9   |
| 3   |   | customers in <i>America</i> ,   which only shows that they still desire to                   | 8   |
| 3   |   | have our goods, and we hope that our trade in this direction will                            | 10  |
|     |   | - increase.  | 1   |
| 4   |   | In a business   like this we have to <i>maintain</i> our <i>standard</i> in                  | 8   |
| 2   |   | <i>redecorations</i> and <i>renovations</i> , and this year we have spent some               | 8   |
| 2   |   | thousands of pounds in doing this,   which has been written off. I                           | 10  |
| 4   |   | should also tell you that we have had a very big <i>item</i> , which is a                    | 11  |
| 2   |   | <i>non-recurring</i> expense,    in connection with <i>transfer</i> of our <i>chocolate</i>  | 8   |
| 3   |   | manufacture from here to other quarters. Owing to the increased                              | 7   |
| 2   |   | demands for our <i>confectionery</i> articles we <i>felt</i> * it   wise to <i>transfer</i>  | 9   |
| 4   |   | the whole to a newly <i>equipped</i> <i>chocolate</i> factory so as to <i>release</i>        | 8   |
| 2   |   | valuable <i>space</i> in this building. This has been done during   the                      | 9   |
|     |   | - <i>current</i> year at considerable cost.  | 5   |
| 1   |   | Your directors are <i>constantly</i> improving <i>departments</i> so as to                   | 8   |
| 3   |   | <i>maintain</i> the high character of this business. I should say   that                     | 8   |
| 11  |   | it is not a store, but a <i>shop</i> , and <i>unique</i> of its kind, and it is the          | 6   |
| 2   |   | directors' <i>duty</i> to <i>maintain</i> its high <i>traditions</i> .                       | 5   |
| 114 | ( <i>Percentage of Common Words: 84.25%</i> ) |  | 286 |

The figures in the left-hand margin show the number of words in each line for which the 10 Short Forms were given in Chapter One of this book, and the figures in the right-hand margin show the number of other words in each line. These Short Form words of Chapter One come 114 times and the other words only 286 times. In this case it is true that these words come more often than once in every four words.

u r - r ) . v a y r

7 10 e e z - u k o b l x

u r - r ) . v e a y r x n s

b a - k o f 10 e / e l e y > a

· a y . o p x u v > v a - a l

(k a y z u r p) - a - u l n s

a y z u r p m u 84.25% > a u

u l x . u r v a - u a 1 y a 1 u

- y ( z u a , - b . y > ( ) l

r > e > y - ( u y 15.75% > a u l x

k a y n r b s a k p b z u a r

) z { - e p x

· r - s , e , e - > a - u a

a k i , y e l , e p l l e r z z

u a x u l , l u , r reviewing y e r

Handwritten cursive script on a ruled line, starting with a flourish and containing various letters and symbols.

Handwritten cursive script on a ruled line, featuring a large initial letter and several smaller characters.

Handwritten cursive script on a ruled line, including the word "sheet" written in a simple, legible font.

Handwritten cursive script on a ruled line, showing a series of connected loops and curves.

Handwritten cursive script on a ruled line, with a prominent initial letter and several smaller characters.

Handwritten cursive script on a ruled line, featuring a large initial letter and several smaller characters.

Handwritten cursive script on a ruled line, showing a series of connected loops and curves.

Handwritten cursive script on a ruled line, with a prominent initial letter and several smaller characters.

Handwritten cursive script on a ruled line, featuring a large initial letter and several smaller characters.

Handwritten cursive script on a ruled line, showing a series of connected loops and curves.

Handwritten cursive script on a ruled line, with a prominent initial letter and several smaller characters.

Handwritten cursive script on a ruled line, featuring a large initial letter and several smaller characters.

Handwritten cursive script on a ruled line, showing a series of connected loops and curves.

Handwritten cursive script on a ruled line, with a prominent initial letter and several smaller characters.

Handwritten cursive script on a ruled line, featuring a large initial letter and several smaller characters.



1. *[Handwritten shorthand symbols]*  
 2. *[Handwritten shorthand symbols]*  
 3. *[Handwritten shorthand symbols]*  
 4. *[Handwritten shorthand symbols]*  
 5. *[Handwritten shorthand symbols]*  
 6. *[Handwritten shorthand symbols]*  
 7. *[Handwritten shorthand symbols]*  
 8. *[Handwritten shorthand symbols]*  
 9. *[Handwritten shorthand symbols]*  
 10. *[Handwritten shorthand symbols]*

(1) *[Handwritten shorthand symbols]*

(2) *[Handwritten shorthand symbols]*

(3) *[Handwritten shorthand symbols]*

(4) *Handwritten cursive practice on ruled lines, including various letter forms and flourishes.*

*Handwritten cursive practice on ruled lines, including the text "123 (a) 123 (b)x" and various letter forms.*

PART TWO. SPELLING

*Handwritten cursive practice on ruled lines, featuring the words "water", "mountain", "river", and "hill" written in cursive script.*

v, e, s, i, a, f, r, e, n, l, x, o, l, i  
 r, l, t, w, l, i, p, a, b, y, n, y, e  
 p, l, o, x, a, b, l, e, p, i, l  
 y, m, y, n, b, r, e, x, b, o, n, a  
 w, y, o, v, y, e, y, m, x  
 n, e, i, k, l, v, l, y, m, e, p, r  
 e, b, o, y, n, a, n, a, v, > k  
 y, n, u, j, n, e, o, l, h, m, s  
 k, r, a, y, n, b, l, l, l, h, u, a  
 w, l, i, x

PART THREE. ENGLISH

n, e, v, e, l, y, l, i, n, e, s, y, e, t  
 s, e, e, l, e, s, s, o, n, l, y, o, n, l, y, e, s, e, t  
 ., y, y, l, o, h, p, e, o, t, e, x, e, 125.  
 o, n, l, y, y, x, l, e, s, b, e, e, n



## CHAPTER THIRTY-THREE

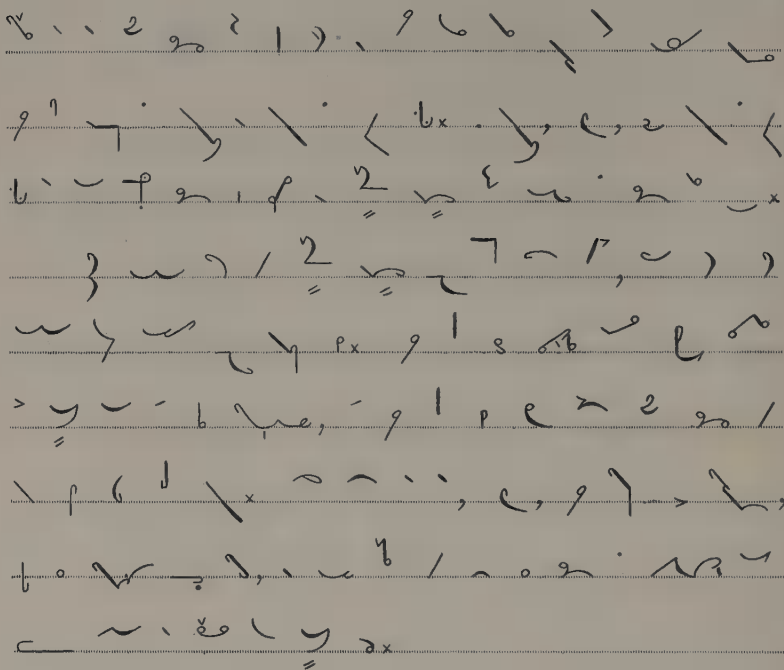
### SOME READING PRACTICE

#### Sir Isaac Pitman and His Shorthand

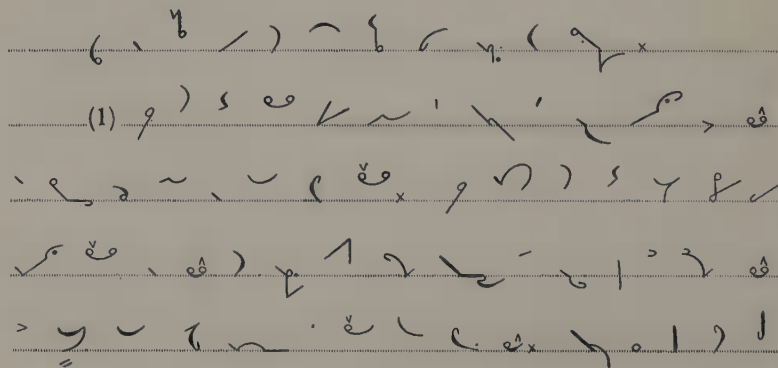
*N.B. The vowels in the shorthand in this Chapter are those vowels which a shorthand writer would put in if he were sending a shorthand letter to a friend who was a beginner.*

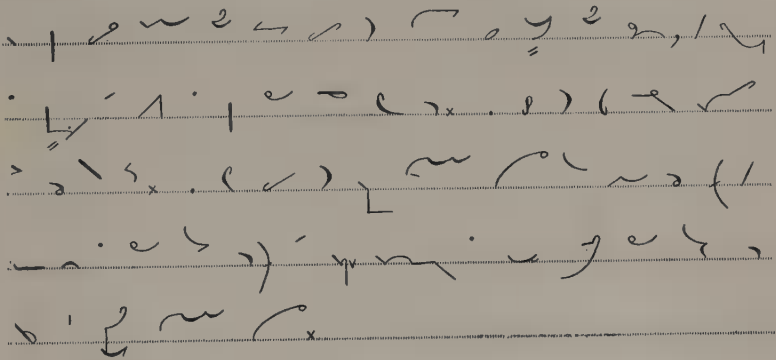
e n z o u w n z l g  
 b - o w u l x  
 h k y p s r t u v z y  
 z a o b i r l / g o c l r o  
 - w l v o x  
 z v \* ) . e o x } b r v > a b  
 u, e g o . h l v n l t, b g l  
 b n l g l h i t r l x g  
 n, . . r - n d > y - x , l o b  
 e g m j b b t r o z v b, - t

\* He was made Sir Isaac for his invention of the system, and was Sir Isaac only towards the end of his life.

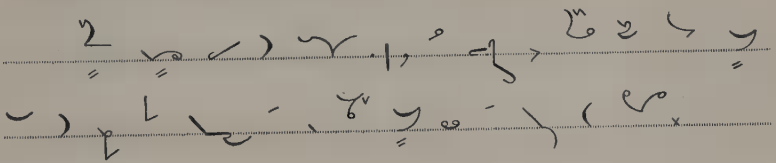


## TWO NEW IDEAS





ANALYSIS AND PAIRING



12 vowels as in Pa } may } we } all } go } too? }  
 That } pen } is } not } much } good. }

4 diphthongs as in { I now enjoy music

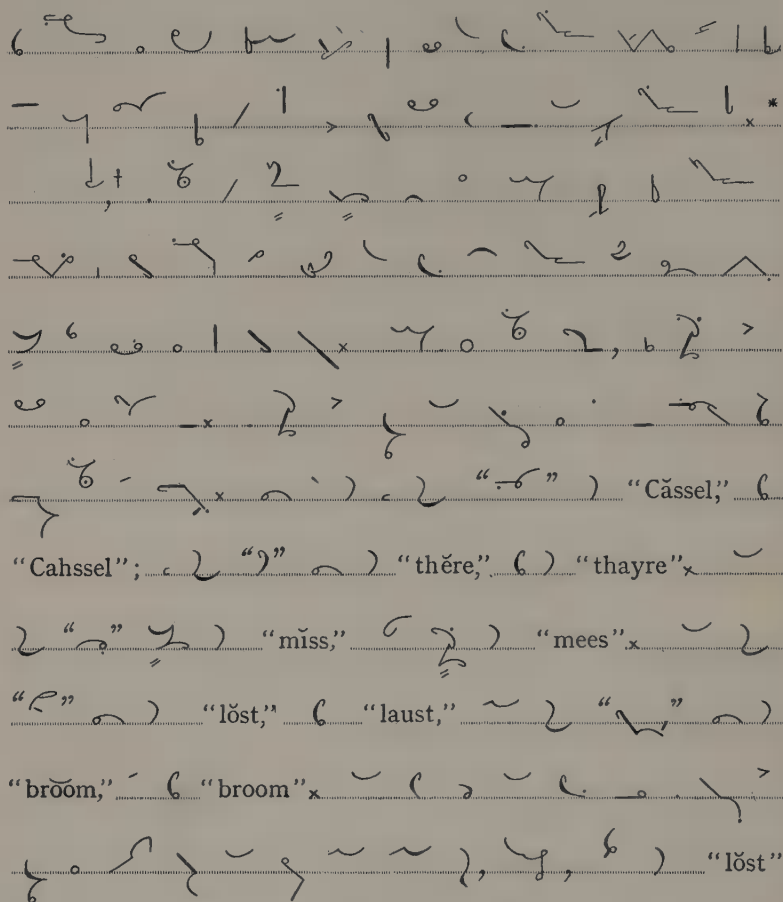


24 consonants

|       |         |       |         |       |
|-------|---------|-------|---------|-------|
| p & b | t & d   |       | ch & j  | k & g |
| f & v | th & TH | s & z | sh & zh |       |

|        |   |   |   |
|--------|---|---|---|
| m      | l | w | h |
| n & ng | r | y |   |





\* By contrast the big New English Dictionary makes distinctions which are far too finely drawn for practical purposes. It makes a distinction between the five vowel sounds in *what*, *got*, *violet*, *theory*, *connect*, and has no less than sixty-one different vowel and diphthong signs of which as many as fifty are signs for English vowels and diphthongs—the other eleven being signs for the sounds of the vowels of foreign words which are used in English.

† A phrase for “at any rate.”



A "P", 1 6 ) "laust," A | ° "P" x

Handwritten shorthand symbols on a ruled line.

Handwritten shorthand symbols on a ruled line.

Handwritten shorthand symbols on a ruled line, including 'p', 'b', 't', 'd'.

Handwritten shorthand symbols on a ruled line, including "P" - "P" x.

Handwritten shorthand symbols on a ruled line.

Handwritten shorthand symbols on a ruled line.

Handwritten shorthand symbols on a ruled line.

Handwritten shorthand symbols on a ruled line.

Handwritten shorthand symbols on a ruled line, including 'purse' and 'bursa'.

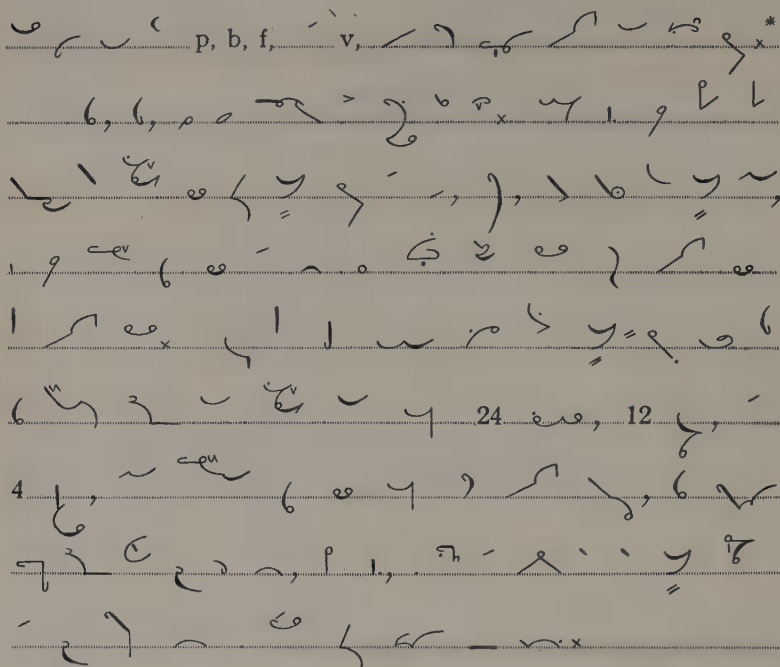
Handwritten shorthand symbols on a ruled line, including 'bourse' and 'bx'.

Handwritten shorthand symbols on a ruled line, including 'door' and 'tür'.

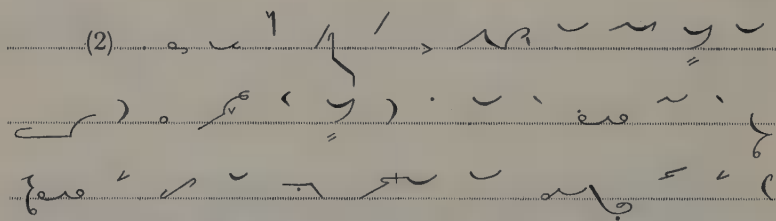
Handwritten shorthand symbols on a ruled line, including 'dx' and 'devil'.

Handwritten shorthand symbols on a ruled line, including 'teüfel'.

Handwritten shorthand symbols on a ruled line, including 't', 'd', 'f', 'vx', and 'al'.



### ENGLISH A LANGUAGE OF CONSONANTS AND SYLLABLES



Further examples are APRICOT, APIARY, APRIL, and PUMP in English which are related closely to ABRICOT in French and ABEJAR, ABRIL, and BOMBA in Spanish. Also as examples of the relation of K with G the English words CABINET, CAT, SECURE, GREEK, CACKLE, and COLUMBINE are closely related to the Spanish words GABINETE, GATO, SEGURO, GRIEGO, the German word GACKELN and the Russian word GOLOBKÉE.

, u<sup>h</sup> u a b x r , p b ' a b  
 / / r z n ( r a r b a  
 p e e x b , u m e i pr o e e e  
 e j , ) e z , e y e e  
 pr h a w l l i a b j  
 z \ x Tr o a b b r  
 x ( pr's, br's, tr's, b, / ' d b  
 e e b q h o r r a y , r e p e /  
 ) x h \ b a z , b ||| , b x  
 e , b , b z n , p ) ( u e  
 e / a r h h b ) 1 , - p ) n  
 { o , e b r h a a e e }  
 1 b , u , - a e / a e a e e  
 z u . h a , e.g. , " a " o e e e e  
 e e r a b z e e l p r e f " x "

AS FAST AS SPEECH

b - b b l ^ e (b . e)  
 v e , v e r n o b o y r l x b  
 f . t - u o o d y r e l e x  
 ( l ) , e b , c a , - h . e u o  
 m r - i . o , b } t v e o e y  
 r l x ( ) . r v y , y , y , y ,  
 w y e q , - o d y e w . l v  
 a i n , s o . v e , f s r | . d o v  
 d v o r l o l o b e r , - e y e  
 / . r i c o , y , - b a s e / . x  
 a r - e x d y - o n y , v  
 y , y , - y , - y e q , v e o e  
 q . r r l - r l e s b - r l  
 l c i s t , e . h . o r y ~

h x, l, y, v, u, w, r, p, k

'n, ~, >, <, 1, o, b, o, d, s, e, l, x

h, y, >, <, |, >, <, >, <, /, -

e, p, b, m, /, o, p, a, r, a, l, h, c

g, a, o, ~, a, s, r, i, o, m, h

r, i, c, u, f, e, x, l, p, o, t, a, p, u, o

t, e, a, m, -, l, (, ~, /, >, ~, ^, ^, ^

u, v, x, o, c, e, v, a, n, /, i, v, o

o, /, e, -, l, (, h, x, p, x

~ ~ ~ ~ ~

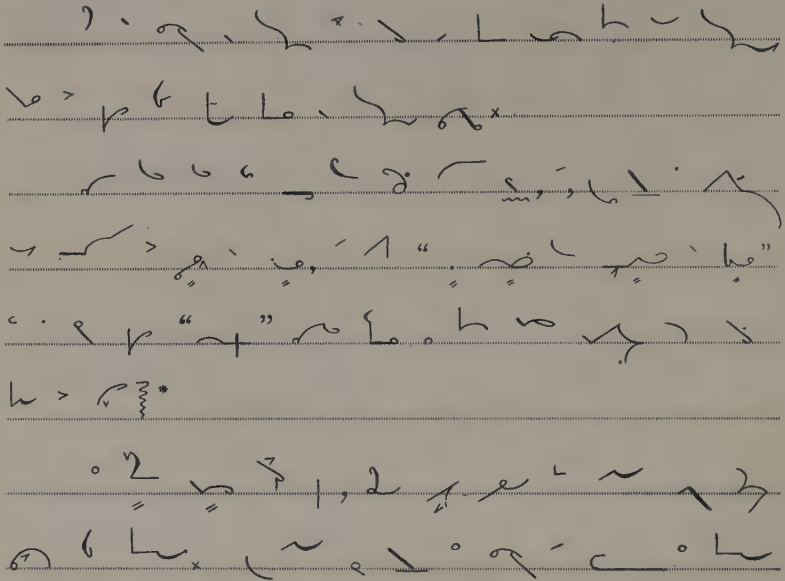
l l l l l l l


( ( ( ( ( ( (

br br br br

- - - - -

h h h h



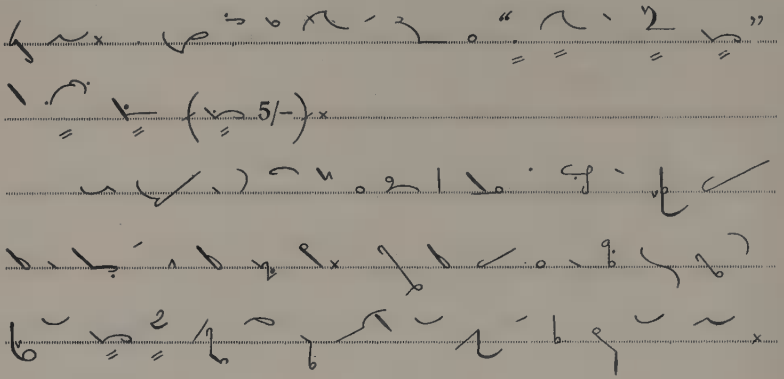
▪ The sign  is very useful, and sometimes very important in shorthand writing. It means that the passage immediately before the mark has been spoken or written in a spirit of fun or in some other spirit which makes it necessary to read into the passage some meaning other than that on the face of the words themselves. It may be very important to put in this sign in certain circumstances. A public speaker sometimes exaggerates and even makes statements which he and the audience know to be the very reverse of the truth. For instance, if a speaker is supporting some man well-known for his kindness, who is being criticized, he may well start a public speech as follows: "I suppose that Mr. A. B. is the wickedest man in the world and that there is nothing that he likes better than to take the food out of the mouths of hungry children," etc. You, because you hear the tone of his voice and know the circumstances, must convey to your Editor that the passage in question is to be considered as having a meaning different from that which the words would ordinarily convey. If you do not do this you may, perhaps, see posters saying "Violent personal attack at a public meeting. Mr. X. Y. accuses Mr. A. B. of cruelty." If this should happen you will find yourself on the streets looking for another job and giving evidence in Court when the libel actions begin to come in.

(° 2° 2° 1° 1°) . 2° 2° - 2° 2° 2°  
 2° 2° 2° 2° 2° 2° 2° 2° 2° 2°  
 2° 2° 2° 2° 2° 2° 2° 2° 2° 2° pr, br, pl, bl, 1  
 2° 2° 2° 2° 2° 2° 2° 2° 2° 2° s  
 1° 2° 2° 2° 2° 2° 2° 2° 2° 2°  
 2° 2° 2° 2° 2° 2° 2° 2° 2° 2° sprinters (2°) 2° 2°  
 2° 2° 2° 2° 2° 2° 2° 2° 2° 2°  
 2° 2°

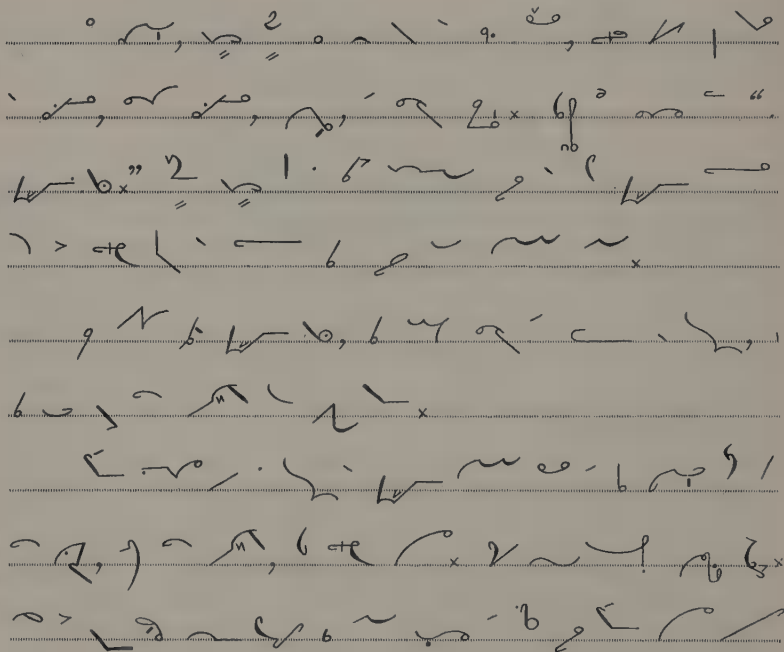
2° 2° 2° 2° 2° 2° 2° 2° 2° 2°  
 2° 2° 2° 2° 2° 2° 2° 2° 2° 2°  
 2° 2° 2° 2° 2° 2° 2° 2° 2° 2°

THE SYSTEM

2° 2° 2° 2° 2° 2° 2° 2° 2° 2°  
 2° 2° 2° 2° 2° 2° 2° 2° 2° 2°  
 2° 2° 2° 2° 2° 2° 2° 2° 2° 2°



(1) BLOCK CAPITAL LETTERS OR CURSIVE SCRIPT?





Handwritten shorthand practice on lined paper, consisting of approximately 15 lines of symbols and strokes. The symbols are a mix of letters and numbers, including 'a', 'b', 'c', 'd', 'e', 'f', 'g', 'h', 'i', 'j', 'k', 'l', 'm', 'n', 'o', 'p', 'q', 'r', 's', 't', 'u', 'v', 'w', 'x', 'y', 'z', and '1', '2', '3', '4'. Some symbols are accompanied by small numbers in parentheses, such as (1), (2), (3), and (4). The handwriting is fluid and cursive, typical of Pitman shorthand.

(2) DETACHED VOWELS

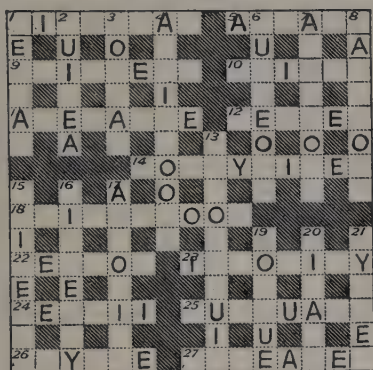
Handwritten musical notation on a ten-line staff, consisting of various rhythmic patterns and notes. The notation includes stems, beams, and note heads, with some notes having flags or beams. There are several instances of notes with stems that do not connect to the next note, consistent with the section title "DETACHED VOWELS".

Approximate rhythmic values and note types visible in the notation include:

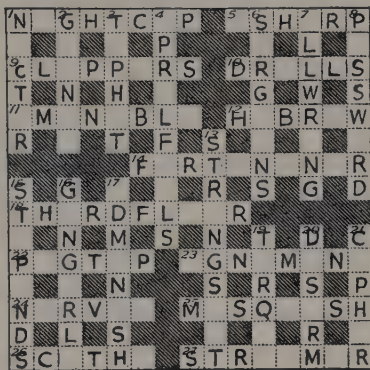
- Quarter notes (e.g.,  $\frac{1}{4}$ )
- Half notes (e.g.,  $\frac{1}{2}$ )
- Whole notes (e.g.,  $1$ )
- Beamed eighth notes (e.g.,  $\frac{1}{8}$ )
- Beamed sixteenth notes (e.g.,  $\frac{1}{16}$ )
- Notes with stems and flags (e.g.,  $\frac{1}{16}$ )

The notation is spread across approximately 12 lines of the staff, with some lines containing multiple notes. There are also some markings that look like "31" and "101" in parentheses, possibly indicating measure numbers or specific rhythmic values.

With Vowels



With Consonants



Clues

NOTE.—Figures in parentheses denote the number of letters in the words required.

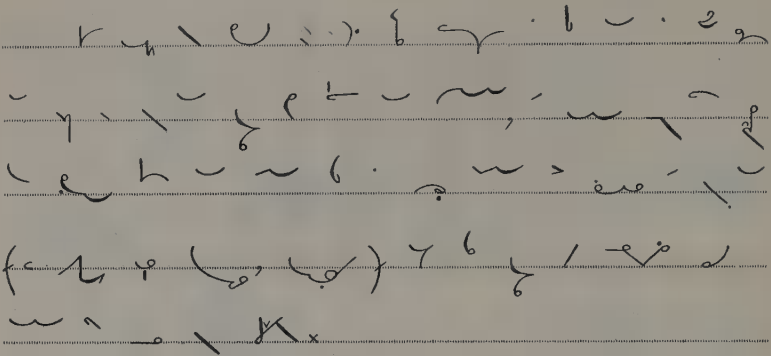
ACROSS

- 1 This drink is bound to go to the head (8).
- 5 Fraudulent note (two words) (1, 5).
- 9 Curtailing vessels (8).
- 10 Mexico and what he should cure (6).
- 11 So let it be fit (8).
- 12 Presumably bad language to the Nazis (6).
- 14 Clementine's father was (10).
- 18 It had a dramatic passing back (two words) (5, 5).
- 22 Spinning trousers (6).
- 23 A disgraceful condition (8).
- 24 Overcome by Caesar (6).
- 25 Fur that constricts a Greek letter (8).
- 26 "And in the dust be equal made With the poor crooked — and spade" (Shirley) (6).
- 27 Mere tars (anag.) (8).

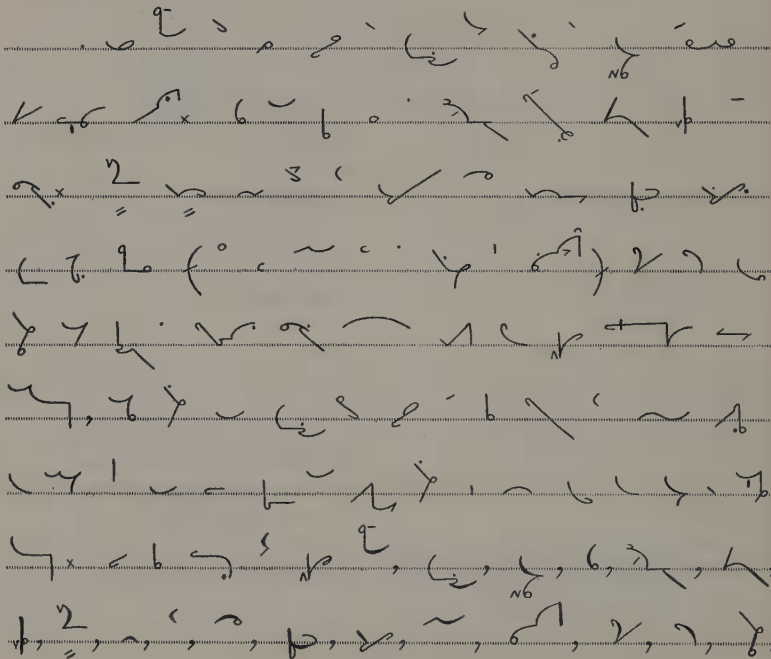
DOWN

- 1 Cretan drink (6).
- 2 Stamp of rank, according to Burns (6).
- 3 A shining example that goes on ahead (two words) (3, 3).
- 4 Anglophobes probably number Browning among these (two words) (5, 5).
- 6 Do they put cut prices into operation? (8).
- 7 One thing one can have no right to be (two words) (3, 5).
- 8 Ruskin associated one with lilies (8).
- 13 Armour? (two words) (6, 4).
- 15 Sends round a "good thing" (8).
- 16 With caution, not spice (8).
- 17 I had no MS. (anag.) (8).
- 19 A justly celebrated crossword expert thus began (6).
- 20 Mars I'd thus transform, said the pacifist (6).
- 21 Naughty word (6).

Reproduced by kind permission of "The Times"



(3) THICKENED STROKES





Handwritten musical notation on a five-line staff, including various notes, rests, and clefs. The notation is written in a cursive style.

40

t, d, r, l, n f

"p"

(1) SW-T<sup>S</sup>/<sub>Z</sub> (2) -R

(3) L-ND, SWITZERLAND<sub>x</sub> -SW-TS,

S-W-TS, S-W-T-S,

"p"

2 7 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20  
 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40  
 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60  
 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80  
 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100  
 "p q r s t u v w x y z", - p s r  
 a b c d e f g h i j k l m n o p q r s t u v w x y z  
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

(4) POSITION WRITING

. u l s . v = e p e i . b ~ x  
 2 . 3 . 4 ~ 5 6 7 8 . 9 p -  
 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30  
 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50  
 "Please consider", "q" 1 2 3 "q" 4 5 6 7 8 9  
 "v" 1 2 3 "con" 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20







Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

Handwritten musical notation on a staff.

z z v o b b x c c . a  
w e s r o b o r e , c f b i  
s o r b b x k e p p v / c b  
' e v z o e l x b r n v ' l x  
n o b y - o b y e



# MODERN COURSE EXERCISE AND DRILL NOTEBOOK

## Part I and Part II

These books contain both shorthand and longhand material.

It is very necessary to have these two "Exercise and Drill Notebooks," since they are in fact part of this book. They are, however, printed separately for three good reasons—

1. The paper is special paper, which is very good for writing with pen and ink.

2. The material from which the learning of shorthand is to be done is printed over the space in which the learner's writing is to be done. This not only makes it very much more simple to do the work, but it gives to the learner the chance of making his shorthand outlines under and near to printed shorthand outlines which are good examples of the right way of writing shorthand.

3. Since the material is given separately, it is possible for the learner to have two pages of his shorthand book open before him while he is working the exercises. This is very important, since the sense of the exercise in one book has to be got by looking through the list of shorthand outlines given in the other book.

There is also the other point that, if it is a good thing for the reasons given to do shorthand writing near to good examples, it is better to put that shorthand and that writing in a separate book.

## MODERN COURSE KEY

A crown octavo book of 192 pages containing keys to all Modern Course exercises. The longhand is counted in tens for dictation.

---

**PITMAN, Parker Street, Kingsway, WC2B 5PB**

















KO-025-594

A standard 1D barcode is located to the right of the yellow label.